

## **PREFACE**

The mission of the Federal Law Enforcement Training Center (FLETC) is to provide the highest quality, state-of-the-art law enforcement training to meet the needs of its Federal participating organizations. The staff is proud of the FLETC's reputation as a Center of Excellence in law enforcement training. This reputation is sustained through the strong cooperation and support provided by over 70 Federal organizations served by the Center.

This Catalog of Training Programs was developed to provide specific information concerning the many basic and advanced training programs available at the FLETC. A separate Schedule of Training Programs and cost information is published quarterly, as a supplement. I hope this Catalog will be used to identify programs that will enhance individual law enforcement careers and serve to further the professionalism of law enforcement in the Federal Government. The contact persons identified throughout the catalog will be pleased to discuss the training program curricula and assist with any questions regarding FLETC and agency enrollment policies and procedures.

Many individual participating organizations also conduct specific, advanced programs for their own employees. For that purpose, more than 20 participating organizations have training offices at Glynco, Georgia, and Artesia, New Mexico. Collectively, these organizations conduct almost 300 unique programs. The large number of these programs precludes publishing all of them in this Catalog; however, for information concerning this training, I refer you to the list of organizations and telephone numbers listed throughout the Catalog.

The staff of the FLETC strives to meet the needs of its participating organizations and constantly seeks ways to improve the quality of communications with its client agencies. This Catalog was compiled to assist training officials in obtaining current information about the FLETC and its programs. Our current plans are to continue to update and publish it on a bi-annual basis. If you have any suggestions for improvements to the Catalog, please write the Office of General Training at:

Federal Law Enforcement Training Center  
Office of General Training  
Building 68  
Glynco, GA 31524

If you have any questions concerning a specific program or course, please call the appropriate program manager listed under the applicable Division.

Thank you for your interest and support of the FLETC.

Director  
October 1998



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## **ALPHABETICAL LISTING OF DIVISION/ACADEMY ACRONYMS**

<b>ATD</b>	Artesia Training Division	<b>FMI</b>	FLETC Management Institute
<b>BSD</b>	Behavioral Science Division	<b>IPA</b>	Indian Police Academy
<b>DMD</b>	Driver Marine Divison	<b>LGD</b>	Legal Division
<b>ESD</b>	Enforcement Specialties Division	<b>PTD</b>	Physical Techniques Division
<b>FFI</b>	Financial Fraud Institute	<b>SSD</b>	Security Specialties Division
<b>FAD</b>	Firearms Division	<b>TMD</b>	Training Management Division

## **ALPHABETICAL LISTING OF COURSE ACRONYMS**

<b>ALEPTP</b>	Advanced Law Enforcement Photography Training Program	<b>ETD</b>
<b>AMLETP</b>	Advanced Marine Law Enforcement Training Program	<b>DMD</b>
<b>APSTP</b>	Advanced Physical Security Training Program	<b>SSD</b>
<b>ARPTP</b>	Archeological Resources Protection Training Program	<b>ETD</b>
<b>BLESTP</b>	Basic Law Enforcement Supervisors Training Program	<b>FMI</b>
<b>BAITP</b>	Boating Accident Invetigation Training Program	<b>DMD</b>
<b>BIATP</b>	Bureau of Indian Affairs Training Program	<b>IPA</b>
<b>BOPBTP</b>	Bureau of Prisons Basic Training Program	<b>TMD</b>
<b>COPTP</b>	Case Organization Training Program	<b>FFI</b>
<b>CCTP</b>	Computer Crime Training for Prosecutors	<b>FFI</b>
<b>CNITP</b>	Computer Network Investigations Training Program	<b>FFI</b>
<b>CLETP</b>	Continuing Legal Education Training Program	<b>LGD</b>
<b>CIATP</b>	Criminal Intelligence Analyst Training Program	<b>SSD</b>
<b>CIAETP</b>	Criminal Investigations in an Automated Environment Training Program	<b>FFI</b>
<b>CITP</b>	Criminal Investigator Training Program	<b>TMD</b>
<b>CMTP</b>	Crisis Management Training Program	<b>SSD</b>
<b>DTITP</b>	Defensive Tactics Instructor Training Program	<b>PTD</b>
<b>DLITP</b>	Distance Learning Instructor Training Program	<b>BSD</b>
<b>DITP</b>	Driver Instructor Training Program	<b>DMD</b>
<b>ESOITP</b>	Electronic Sources of Information Training Program	<b>FFI</b>
<b>ESLETP</b>	Ethical Solutions for Law Enforcement Training Program	<b>BSD</b>
<b>FCITP</b>	Financial Crimes Investigations Training Program	<b>FFI</b>
<b>FFTTP</b>	Financial Forensics Techniques Training Program	<b>FFI</b>
<b>FIMWTP</b>	Firearms Instructor Multiple Weapons Firearms Training Program	<b>FAD</b>
<b>FIRTP</b>	Firearms Instructor Refresher Training Program	<b>FAD</b>
<b>FITP</b>	Firearms Instructor Training Program	<b>FAD</b>

<b>F RTP</b>	First Response Training Program	SSD
<b>FFITP</b>	Fraud and Financial Investigations Training Program	FFI
<b>HCFITP</b>	Health Care Fraud Investigations Training Program	FFI
<b>INSDI</b>	Immigration Naturalization Service Detention Integrated	TMD
<b>INSI</b>	Immigration Naturalization Service Integrated	TMD
<b>ISATP</b>	Immigration Special Agent Training Program	TMD
<b>IWITP</b>	Impact Weapons Instructor Training Program	FFI
<b>IBMLTP</b>	International Banking and Money Laundering Training Program	FFI
<b>IBMLTP-I</b>	International Banking and Money Laundering Training Program Int'l	FFI
<b>ICITP</b>	Introduction to Criminal Investigations Training Program	EOD
<b>LMTP</b>	Land Management Training Program	TMD
<b>LEAINTP</b>	Law Enforcement Advanced Interviewing Training Program	BSD
<b>LEFITP</b>	Law Enforcement Field Instructor Training Program	BSD
<b>LEITP</b>	Law Enforcement Instructor Training Program	BSD
<b>LERTP</b>	Law Enforcement Rifle Training Program	FAD
<b>LESTP</b>	Law Enforcement Spanish Training Program	ATD
<b>LEVTP</b>	Law Enforcement Video Training Program	ETD
<b>MLETP</b>	Marine Law Enforcement Training Program	DMD
<b>MITP</b>	Microcomputers for Investigators Training Program	FFI
<b>MMTP</b>	Middle Manager Training Program	FMI
<b>MBPTP</b>	Mixed Basic Police Training Program	TMD
<b>MLAFTP</b>	Money Laundering and Asset Forfeiture Training Program	FFI
<b>MOLETP</b>	Motorboat License Examiner Training Program	DMD
<b>NWITP</b>	National Wildfire Investigation Training Program	ETD
<b>NLCITP</b>	Non-Lethal Control Instructor Training Program	PTD
<b>OSSTP</b>	Officer Safety and Survival Training Program	SSD
<b>PFCTP</b>	Physical Fitness Coordinator Training Program	PTD
<b>PBTP</b>	Police Bicycle Training Program	DMD
<b>PITP</b>	Police Investigator Training Program	TMD
<b>PEETP</b>	Practical Exercise Evaluators Training Program	EOD
<b>PROP</b>	Precision Rifle/Observer Program	DMD
<b>SSATP</b>	Seaport Security/Antiterrorism Training Program	SSD
<b>SCERS</b>	Seized Computer and Evidence Recovery Specialist	FFI
<b>SAPP</b>	Semiautomatic Pistol Program	FAD
<b>SCETP</b>	Small Craft Enforcement Training Program	DMD
<b>SSTP</b>	Survival Shooting Training Program	FAD
<b>TIETP</b>	Technical Investigative Equipment Training Program	EOD
<b>TCFTP</b>	Telecommunications Fraud Training Program	FFI
<b>USBPI</b>	United States Border Patrol Integrated	TMD
<b>USCSI</b>	United States Customs Service Integrated	TMD
<b>USPPI</b>	United States Park Police Integrated	TMD
<b>VAITP</b>	Vehicle Accident Investigation Training Program	DMD
<b>VACTP</b>	Vehicle Ambush Countermeasures Training Program	DMD
<b>VWTP</b>	Victim/Witness Training Program	BSD
<b>VWTTP</b>	Victim/Witness Train-The-Trainer Program	BSD
<b>WCCTP</b>	White Collar Crime Training Program	FFI



## **GENERAL OVERVIEW**

In 1995, the Federal Law Enforcement Training Center (FLETC) celebrated 25 years of progressive training. Our commitment to Excellence in Training also fulfills the Congressional mandate to provide a consolidated training facility for the benefit of all Federal law enforcement. The FLETC employs a cadre of professional staff and instructors who conduct quality and cost efficient training in modern physical facilities with state-of-the-art techniques and equipment.

### Mission

The FLETC, a bureau of the Department of the Treasury, is the nation's lead organization for interagency training of Federal law enforcement personnel. Basic and advanced training is provided at the FLETC for personnel from over 70 organizations. Over 25,000 students train at the FLETC annually from all 50 states of the U.S. Territories.

A component of the FLETC, the National Center for the State, Local and International Law Enforcement Training, (SL & I) also offers advanced and specialized programs in selected subject areas for employees of State and local law enforcement agencies. These programs are designed to develop specialized law enforcement knowledge and skills and encourage networking among Federal, State and local agencies. Participants benefit from the Federal expertise and training resources already at the FLETC, and from guest instructors from Federal, State, local and private organizations. The SL & I also conducts or coordinates training and provides technical assistance for international law enforcement personnel in areas such as antiterrorism, money laundering, and financial crime investigation.

### Location

The FLETC's Glynco center is located on the southeastern coast of Georgia near Brunswick. Equidistant between Savannah, Georgia, and Jacksonville, Florida, it occupies 1500 acres of land and over 100 buildings devoted to training. The FLETC also has a satellite center at Artesia, New Mexico near Roswell to support certain advanced and specialized programs for the FLETC's other participating organizations. The Artesia center houses the Bureau of Indian Affairs Indian Police Academy and graduates approximately 4,000 students a year graduate at Artesia. This training support facility includes firearms and driver training ranges, a physical training complex, and a computer classroom.

Glynco and Artesia are residential training centers, providing meals, housing, and recreational activities on a seven-day-a-week basis. The FLETC also maintains a liaison office in Washington, D.C. Below are addresses and telephone numbers for these locations.

Federal Law Enforcement Training Center  
Glynco, GA 31524  
Switchboard: 912-267-2100





Associate Director  
FLETC  
650 Massachusetts Ave., NW  
Room 3100  
Washington, D.C. 20226  
Telephone: 202-927-8940

Associate Director  
Artesia Operations  
1300 West Richey Street  
Artesia, NM 88210  
Telephone: 505-748-8000

### Participants

As previously stated, the Center serves over 70 Federal “participating organizations.” This designation means the head of the agency has signed a memorandum of Understanding setting forth an agreement between the FLETC and the agency. Participating organization status, granted by the FLETC’s interagency Board of Directors, offers several benefits including top priority in training and a lower cost for the training than for nonparticipating organizations trained on a space-available basis.

Some organizations maintain training offices at the FLETC. Following the General Overview section of this catalog are lists of the FLETC Participating Organizations and those organizations with offices at FLETC.

### Application Procedures and Program Schedules

All students are sent to the FLETC by their employing organizations. Individuals who are interested in attending one of the programs described in this catalog should talk to their agency training officers or the contact person noted in the program description.

Actual enrollment is accomplished by the agency training officer who will contact the FLETC at the following address and telephone number.

FLETC Admissions Coordinator  
Building 94  
Glynco, GA 31524  
Telephone: 912-267-2421

### Program Costs

The fee for a student attending a program is paid by that employee’s agency. Because costs vary yearly, the fees are not published in this catalog. However, the latest information is available in the Schedule of Training.

## PARTICIPATING ORGANIZATIONS

### EXECUTIVE BRANCH

#### Agriculture

Forest Service

#### Commerce

National Institute of Standards and Technology  
National Marine Fisheries Services  
Office of Security  
Office of Export Administration

#### Health and Human Services

Food and Drug Administration  
National Institutes of Health

#### Interior

Bureau of Indian Affairs  
Bureau of Land Management  
Bureau of Reclamation  
National Park Service  
Office of Surface Mining, Reclamation and Enforcement  
U.S. Fish and Wildlife Service

#### Justice

Bureau of Prisons  
Drug Enforcement Administration  
Immigration and Naturalization Service  
U.S. Marshals Service

#### State

Bureau of Diplomatic Security

#### Transportation

Federal Aviation Administration  
U.S. Coast Guard

#### Treasury

Bureau of Alcohol, Tobacco & Firearms  
Bureau of Engraving and Printing  
Financial Crimes Enforcement Network  
Internal Revenue Service  
U.S. Customs Service  
U.S. Mint  
U.S. Secret Service

#### Defense

Defense Protective Service  
Naval Criminal Investigative Service  
National Security Agency

### Offices of Inspectors General

Agency for International Development  
Department of Agriculture  
Department of Commerce  
Department of Defense  
Department of Education  
Department of Energy  
Department of Health and Human Services  
Department of Housing and Urban Development  
Department of Interior  
Department of Justice  
Department of Labor  
Department of State  
Department of Transportation  
Department of Treasury  
Department of Protection Agency  
Federal Deposit Insurance Corporation  
Federal Emergency Management Agency  
General Services Administration  
Government Printing Office  
National Aeronautics and Space Administration  
Nuclear Regulatory Commission  
Office of Personnel Management  
Railroad Retirement Board  
Resolution Trust Corporation  
Social Security Administration  
Small Business Administration  
United States Information Agency  
Veterans Affairs

### **LEGISLATIVE BRANCH**

#### Congress

Government Printing Office  
Library of Congress Police  
U.S. Capitol Police

### **JUDICIAL BRANCH**

#### Supreme Court

Supreme Court Police

## **INDEPENDENT**

<u>Amtrak</u>	Northeast Corridor Police
<u>Central Intelligence Agency</u>	Office of Security
<u>Environmental Protection Agency</u>	Office of Criminal Investigations
<u>Federal Emergency Management Agency</u>	Security Division
<u>General Services Administration</u>	Office of Federal Protective Service
<u>Smithsonian</u>	National Zoological Park Office of Protection Services
<u>Tennessee Valley Authority</u>	TVA Police Office of the Inspector General
<u>U.S. Postal Service</u>	Postal Inspection Service - Postal Police

TOTAL: OVER 70 PARTICIPATING ORGANIZATIONS





## FEDERAL ORGANIZATIONS WITH OFFICES AT FLETC

FLETC, Glynco

Phone

Address mail to: title, agency, and building number.

FLETC

Glynco, GA 31524

Telephone: 912-267- plus 4-digit number listed below

### ALCOHOL, TOBACCO AND FIREARMS

Chief, National Academy, Bldg. 67 ..... 2251

### BUREAU OF LAND MANAGEMENT

Representative, Bldg. 69 ..... 3288

### DEPARTMENT OF AGRICULTURE

Representative, Bldg. 69 ..... 2348

### DEPARTMENT OF DEFENSE

Representative, Bldg. 69 ..... 3129

### DEPARTMENT OF JUSTICE

Associate Assistant Attorney General, Bldg. 70 ..... 2917

### BUREAU OF PRISONS

Director of Staff Training, Bldg. 21 ..... 2743

### IMMIGRATION AND NATURALIZATION SERVICE

Border Patrol Academy

Chief, Patrol Agent, Bldg. 64 ..... 2474

Immigration Officer Academy

Chief, Bldg. 64 ..... 2527

### U.S. MARSHALS SERVICE

Director, Bldg. 20 ..... 2731

### DEPARTMENT OF STATE

Representative, Bldg. 69 ..... 2864

### ENVIRONMENTAL PROTECTION AGENCY

Representative, 300 Kiefer Circle..... 2726

### FISH AND WILDLIFE SERVICE

Special Agent in Charge, Bldg. 69 ..... 2370

INSPECTOR GENERAL ACADEMY	
Director, Bldg. 69 .....	3759
INTERNAL REVENUE SERVICE	
National Criminal Investigation Training	
Director, Bldg. 69 .....	2123
Internal Security Division	
Team Leader, 306 Kiefer Circle .....	3392
NATIONAL PARK SERVICE	
Representative, Bldg. 64 .....	2246
NATIONAL MARINE FISHERIES SERVICE	
Special Agent, Bldg. 68. ....	2783
NATIONAL SECURITY AGENCY	
Representative, Bldg. 68 .....	2866
NAVAL CRIMINAL INVESTIGATIVE SERVICE	
Senior Representative, Bldg. 69 .....	2975
OFFICE OF PHYSICAL SECURITY AND LAW ENFORCEMENT, GSA	
Chief, Academy Branch, 305 Kiefer Circle .....	2831
TENNESSEE VALLEY AUTHORITY	
Representative, Bldg. 64 .....	2246
U.S. CAPITOL POLICE	
Representative, Bldg. 64 .....	2464
U.S. CUSTOMS SERVICE	
Director, Office of Training, Bldg.70 .....	2415
U.S. FOREST SERVICE	
Representative, Bldg. 378A .....	2471
U.S. PARK POLICE	
Coordinator, Bldg. 64 .....	2489
U.S. SECRET SERVICE	
Representative, Bldg. 68 .....	2127

FLETC, Artesia

Address mail to title and agency:

FLETC Artesia Center

1300 West Richey Street

Artesia, NM 88210

Telephone: 505-748- plus the 4-digit number below

BUREAU OF INDIAN AFFAIRS (BIA)

BIA Director

Indian Police Academy ..... 8154

IMMIGRATION AND NATURALIZATION SERVICE

Immigration Officer Academy ..... 8031

Border Patrol Academy ..... 8032

U.S. PARK POLICE

Representative ..... 8060

BUREAU OF PRISONS

Coordinator ..... 8014



**TRAINING PROGRAM DESCRIPTIONS**  
**(BASIC AND ADVANCED BY TRAINING DIVISION)**

The following sections are devoted to descriptions of the various programs offered by the FLETC divisions. Available upon request are syllabi containing detailed information, including descriptions of the individual courses in a program, a sample schedule of the typical program, and additional pertinent information. Training officers may request a syllabus by writing the appropriate contact person listed at the beginning of each section. PLEASE NOTE: ALL PROGRAMS MARKED WITH AN ASTERISK (\*) CAN BE TAUGHT BY FLETC STAFF AT OTHER LOCATIONS. PROGRAMS MARKED WITH TWO ASTERISKS (\*\*) ARE UNDER DEVELOPMENT. CALL OR WRITE THE APPROPRIATE PROGRAM MANAGER.



## **BEHAVIORAL SCIENCE DIVISION**

The staff of the Behavioral Science Division (BSD) has the responsibility for course development and program coordination for many of the FLETC's Basic and Advanced Programs. In addition, the BSD staff regularly designs and administers courses in the diverse aspects of human behavior.

Unlike many occupations, the law enforcement professional is placed in situations that are without benefit of accessible supervision and often without any clear written guidelines regarding specific alternatives. Conditions such as these require the criminal investigator/uniformed officer to make decisions based on training, instinct, core values and common sense. For these reasons, a clear understanding of human relations' skills is necessary, particularly when applied to law enforcement activities.

A major topical course area taught by the BSD staff is Interviewing. Augmenting the classroom lectures and exercises, professional role players are employed to present the students with a variety of realistic interviewing scenarios. Each scenario is designed to provide a valid test of students' knowledge and skills and is videotaped to allow the students an opportunity to view their own performance.

In other Center programs, the BSD staff teaches a variety of courses designed to enhance law enforcement skills. Through the development of insight and awareness into human behavior characteristics, a goal of avoiding or resolving conflicts is achieved, and the likelihood of the officer's safety is increased. Included among these courses are Authority, Communications, Conflict Management, Cross-Cultural Communications, Detection of Deception, Ethics and Conduct, Handling Abnormals, Hostage Situations, Post Shooting Trauma, Sexual Harassment/Cultural Diversity, Values, Victim Witness Awareness, and other behavioral science topics. Advanced courses include Distance Learning Instructor Training Program, Law Enforcement Advanced Interviewing, and Law Enforcement Field Instructor Training Programs.

For further information, please contact:

Division Chief  
Behavioral Science Division  
Building 68, 3rd Floor  
Federal Law Enforcement Training Center  
Glynco, GA 31524  
Telephone: 912-267-2605  
FAX: 912-267-2701

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: DISTANCE LEARNING INSTRUCTOR TRAINING PROGRAM (DLITP)**

Program Description: The DLITP is designed to prepare the experienced classroom instructor for transition to the distance learning environment. The program will introduce various types of methodologies that can be used to enhance instructional presentation skills that are suitable for distance learning presentations. The program will introduce the topics of scripting, graphics, TV presentation skills, and familiarize the participant with equipment available at the FLETC Distance Learning Studio.

Program courses will include the following:

- ☐ Graphics for Television
- ☐ Copyright/Legal Concerns
- ☐ Platform Skills
- ☐ Lesson Plans for Distance Learning
- ☐ Scripting for Distance Learning
- ☐ Three Minute Presentations
- ☐ Five Minute Presentations
- ☐ Fifteen Minute Presentations

Length of Training: 4 class days

Prerequisites for Attendance: Enrollment is limited to experienced law enforcement personnel who either train or anticipate training in the distance learning environment.

**Program Title: ETHICAL SOLUTIONS FOR LAW ENFORCEMENT  
TRAINING PROGRAM (ESLETP)\***

Program Description: The ESLETP examines how Law Enforcement officers risk making poor ethical decisions when they over-invest emotionally in their work. Frequently, this over-investment in one's work is at the expense of a personal life. Included in the discourse is how the police culture, "hyper vigilance," and public expectations create an "us versus them" work environment. This affects negatively on performance, also, the police marriage. Suggestions are given for loosening the relationship between job role and self worth. Hypothetical or actual case studies are discussed. The students analyze the cause of unethical behavior and offer solutions on how to overcome the root causes of such behavior.

Each ESLETP presentation is custom designed for the audience served and will be presented at the requesting agencies' location. This training program fulfills the requirements of Federal statutes requiring mandatory annual ethics training.

Length of Training: Since this training is custom designed for a requesting agency or organization, the time will vary from four hours to two class days.



Prerequisites for Attendance: Enrollment is limited to experienced law enforcement officers and offered primarily to participating Federal law enforcement organizations. As time permits, the program can be offered to nonparticipating Federal, State and local law enforcement agencies.

**Program Title: LAW ENFORCEMENT ADVANCED INTERVIEWING  
TRAINING PROGRAM (LEAINTP)**

Program Description: In the LEAINTP, interviewers will learn to use their own knowledge and experiences to obtain additional and more accurate information from people. Although experienced personnel already have personal techniques or methods for interviewing people, these can be increased by learning why certain techniques are effective, while others are ineffective. Program instruction will teach participants how to obtain information effectively through a multi-discipline approach that combines linguistics, psychology, criminology, and sociology with the principles of influence, negotiation, and bargaining.

Throughout the LEAINTP, participants take part in lecture, laboratory, and practical exercise sessions. In a series of participatory exercises, the participants also evaluate their own potential strengths and weaknesses. Using the Behavioral Science Laboratory facility, participants interview role players acting as victims, witnesses, and suspects. These interviews are videotaped to provide the participants an opportunity to critique their own performances and to observe other experienced interviewers.

Program courses will include the following:

- ☐ The Use of Persuasion and Influence
- ☐ Neurolinguistic Programming (NLP)
- ☐ Encountering Resistance
- ☐ Question Formulation and Response Analysis
- ☐ Nonverbal Communication
- ☐ The Kinesic Interview Technique
- ☐ The Cognitive Interview
- ☐ Multiple Suspect Elimination Technique
- ☐ Legal Parameters of the Interview

Length of Training: 5 class days

Prerequisites for Attendance: Because of the advanced nature of this program, participant selection will be based upon the experience level of the applicant. To be selected, applicants must be full-time law enforcement personnel and have a minimum of three years' experience in criminal investigations or law enforcement-related fields.

**Program Title: LAW ENFORCEMENT FIELD INSTRUCTOR TRAINING PROGRAM (LEFITP)**

Program Description: This training is designed to enhance the teaching effectiveness of field personnel who teach only on an occasional basis. Included in the instruction is the presentation of techniques to enhance learning within an adult environment. Part-time instructors who seek organization and structure for their training sessions will benefit from this training program.

Each participant will conduct a 30-minute instructional presentation using a lesson plan that they have developed, or revised, during the training program. Feedback will be given by the participants and an instructor on the effectiveness of the presentation, the inclusion of appropriate training principles and techniques.

Program courses will include the following:

- ☐ Adult Learning
- ☐ Extemporaneous Speaking
- ☐ Lesson Plans
- ☐ Methods of Instruction
- ☐ Performance Objectives
- ☐ Power Point Program
- ☐ Presentation Techniques
- ☐ Training Aids

Length of Training: 4 class days

Prerequisites for Attendance: Members of Federal participating organizations. Nonparticipating Federal, State and local law enforcement personnel are eligible for attendance on a space-available basis. Participants must be recommended by their supervisors, or other agency officials, and currently teaching on an occasional basis or newly assigned to be part-time instructors. A minimum of three years law enforcement experience is also required.

**Program Title: LAW ENFORCEMENT INSTRUCTOR TRAINING PROGRAM (LEITP)**

Program Description: The LEITP is designed to prepare the newly appointed instructor for their role as full-time law enforcement trainer. The program is offered to members of all Federal participating organizations and, on a space-available basis, to nonparticipating Federal agencies, State or local law enforcement organizations.

The instruction is intense, practical, fast paced and experiential in design. Throughout the training, participants will design and instruct several presentations on a subject that is occupationally related to their assignments. Each presentation is videotaped, to give the participants an opportunity to view and critique themselves. The participants also will receive constructive feedback from peers and staff members. Most of the program time is devoted to the preparing and presenting of these presentations.

Program courses will include the following:

- ☐ Adult Learning
- ☐ Classroom Management
- ☐ Counseling
- ☐ Effective Listening
- ☐ Ice Breaker Exercises
- ☐ Instructional Systems Design
- ☐ Introduction to Testing and Evaluation
- ☐ Lesson Plans
- ☐ Operating Audio Visual Equipment
- ☐ Performance Objectives
- ☐ Power Point Program
- ☐ Presentation Techniques
- ☐ Training Aids
- ☐ Training Styles Inventory

Length of Training: 10 class days

Prerequisites for Attendance: For acceptance into this program, individuals must be a law enforcement officer/investigator responsible for instruction as a collateral duty. Or, someone associated with law enforcement and are assigned as, or designated to become instructors or responsible for instruction as a collateral duty. Participants must be recommended by their supervisors or other organization officials.

**Program Title: SEXUAL HARASSMENT/CULTURAL DIVERSITY TRAINING  
PROGRAM (SHCDTP)**

Program Description: The SHCDTP is designed to provide the students with an insight to the problems of sexual harassment that law enforcement officers may encounter, both in the work place and in public. Sexual harassment is legally defined, and the types of behavior that constitute harassment is identified and discussed. If harassment is encountered by an officer, or allegations of sexual harassment are made against an officer, several courses of action are recommended. To enhance the students' intercultural communications skill, information on the effects of cultural diversity, in and around the workplace, is explored.

Length of Training: Upon request, this training will be custom designed for each agency. Programs covering both Sexual Harassment and Cultural Diversity can be delivered in either 4-hour or 8-hour blocks.

Prerequisites for Attendance: Enrollment is limited to experienced law enforcement officers and others who work in support of law enforcement missions.

**Program Title: VICTIM/WITNESS TRAINING PROGRAM (VWTP)**

Program Description: This training is designed to provide students with the most current information on victim and witness assistance. The program emphasizes the importance of effective communication between law enforcement officers and victims and witnesses of crime and teaches officers how to provide psychological first aid. A review of current laws affecting victims and witnesses is provided, as well as a listing of resources available to assist crime victims and witnesses.

Program courses may include:

- ☐ Emotional Impact of Crime on Victims and Witnesses
- ☐ Psychological First Aid
- ☐ Legal Responsibilities in Providing Victim/Witness Services
- ☐ Cognitive Interviewing of Victims and Witnesses
- ☐ Victims of Financial Fraud
- ☐ Victim Witness Awareness
- ☐ Victimology

Length of Training: Upon request, this training will be custom designed for each agency. Programs may vary from four hours to two class days depending upon the request.

Prerequisite for Attendance: Training is designed for Federal law enforcement officers, Federal victim-witness coordinators, and others who work in support of Federal law enforcement missions. On occasion, the program can be designed for state and local agencies.

**Program Title: VICTIM/WITNESS “TRAIN-THE-TRAINER” PROGRAM (VWTTP)**

Program Description: This training is designed to provide participants with the training necessary to successfully provide victim and witness training. The program is delivered to Federal victim/witness coordinators assigned to either the United States Attorneys Office or a unit of Federal law enforcement. Students receive an overview of the current laws affecting victims and witnesses. In addition, instruction on both training development and training skills is provided. The program concludes with each student providing a 30-minute training presentation which is taped and critiqued.

Program courses will include the following:

- ☐ Orientation - Ice Breaker
- ☐ The Federal Victim/Witness Program
- ☐ Victimology
- ☐ Presentation Planning
- ☐ Methods of Instruction
- ☐ Effective Presentations
- ☐ Developing a Victim/Witness Program
- ☐ Workshop/Presentation Review
- ☐ 30 Minute Presentations

Length of Training: 3 class days

Prerequisite for Attendance: Training is designed for Federal victim/witness coordinators and others who work in support of Federal law enforcement missions. On occasion, the program can be designed for state and local agencies.



## **DRIVER AND MARINE DIVISION**

The Driver and Marine Division (DMD) staff consists of approximately 75 full-time instructors with a ratio of 40% detail instructors to 60% permanent instructors in the three branches. Detail instructors are primarily assigned from the participating agencies that receive either driver training or marine law enforcement training in the Center's basic and advanced programs.

The Driver Training and Driver Support Branches' primary responsibilities are the Center basic programs, but they also support agency advanced programs and agency In- Service, follow-on programs and international training programs. The branches have the program management responsibility for several Center advanced training programs which includes a one week Vehicle Ambush Countermeasures Training Program (VACTP), a four day Vehicle Accident Investigations Training Program (VAITP), and the most notable one being the two-week Driver Instructor Training Program (DITP). New program development initiatives include judgmental driving, pursuit termination, driver simulator development technology and its impact on training methodologies, and an Advanced Driver Instructor Training Program (AVDITP). Additionally, approval has been granted to develop an Advanced Accident Investigation Training Program (AAITP) and the Police Bike Training Program (PBTP).

With the addition of driver training facilities and programs over the years, driver training capabilities have expanded to ensure the most current training technology is used and the particular training needs of participating agencies are met. Upon completion of the newest emergency response driving range, a unique training opportunity was afforded the Center. This range was designed to be connected to a non-emergency vehicle operations range. This provides the capability of exposing students to highway and urban environments in the same training exercise and allows student judgmental skills to be better evaluated during vehicle pursuit training.

The increase in court decisions against law enforcement agencies has focused additional attention on the training of law enforcement officers. Many recent decisions have held police agencies liable for injuries/deaths, and property damage as a result of police pursuit policies, where the potential danger to the public is measured against the benefits of apprehending the suspects or getting to their destination quickly during an emergency situation, and the driver training provided to their officers. This new driver training range design allows the DMD to modify training to meet the requirements of these court decisions.

The Marine Training Branches' (MTB) primary responsibility is conducting Center advanced programs, but they also support Center basic, agency follow-on and agency advanced training programs upon request. The major programs managed by the MTB are the four week Marine Law Enforcement Training Program (MLETP), a three week Advanced Marine Law Enforcement Training Program (AMLETP), a two week Small Craft Enforcement Training Program (SCETP), a one week Boating Accident Investigation Training Program (BAITP), and an 8-day Corp of Engineers Marine Officers License Examiners Training Program (MOLETP). The Marine training vessels are moored at a marina located approximately ten miles from the Center. Marine training laboratory exercises are conducted primarily on the south Altamaha river, north and south on the intercoastal Waterway and up to twenty miles off shore in the Atlantic Ocean. Marine laboratory exercises and practices are conducted during daytime and nighttime hours.

All three branches in the Driver and Marine Division are located in Building 210, along with the Financial Fraud Institute and other agency training offices. The driver training ranges are located adjacent to Building 210, making it convenient for the transition from classroom to laboratory exercise training for the students.

## **FUTURE PLANS-EXPECTATIONS**

Simulators and computer based training are the future trends of driving training. Simulator development continues to be monitored by the staff, searching for models which realistically duplicate the motions and dynamics generated by a moving vehicle. Interactive computer based training scenarios are currently in use and continue to be developed for the training of students in judgmental driving and decision making situations. While this approach provides a level of proficiency, it will have to be applied in conjunction with current hands-on training to achieve the overall training objectives. Export training for all the Marine training programs is in the development stage. This would allow for the utilization of agency specific vessels (17' flat bottom Louisiana patrol craft to 42' Alaskan steel hulls), weather and water conditions specific to the agency (from Caribbean crystal clear blue to Georgia's six foot tide fall with muddy river currents).

For further information, please contact:

Program Manager  
Driver and Marine Division  
Federal Law Enforcement Training Center  
Building 210, Room A- I  
Glynco, GA 315624  
Telephone: 912-267-3234 or 912-267-3235  
FAX: 912-267-2417

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command. Applicants from non-Federal agencies may contact the FLETC through:

Assistant Director  
Office of State, Local, and International Training  
Building 67  
Federal Law Enforcement Training Center  
Glynco, GA 31524  
Telephone: 912-267-3145



**Program Title:   ADVANCED MARINE LAW ENFORCEMENT TRAINING PROGRAM  
(AMLETP)**

Program Description: The AMLETP was developed to meet the identified need for additional specialized training in the operation of fast interceptor and large patrol vessels. The program includes advanced instruction on the use of electronic equipment such as Radar, GPS, DGPS and chart plotters, which are installed on these vessels. Through classroom instruction and “hands-on” training in simulated marine narcotics interdiction practical exercises, the students are introduced to the operation, tactics, and management for the successful use of these vessels. Coordination of marine operational planning, including interagency cooperation and use of air support, is stressed. The program places great emphasis on “hands-on” underway exercises and minimizes classroom time as much as possible.

Examples of subject areas included in the AMLETP are as follows:

- ☐ Advanced Engineering Systems and Procedures
- ☐ Advanced Boarding Procedures
- ☐ Advanced Radar Navigation
- ☐ Electronic Navigation Systems
- ☐ Helicopter and Medivac Procedures
- ☐ Large Vessel Handling
- ☐ Marine Operations Planning
- ☐ Piloting
- ☐ Pursuit Boating Handling
- ☐ Rules of the Road

Length of Training: 13 class days

Prerequisites for Attendance: For acceptance into the program, applicants must be full-time law enforcement officers, graduates of basic law enforcement training programs or academies, and graduates of FLETC’s 4-week Marine Law Enforcement Training Program or equivalent.

**Program Title:   BOATING ACCIDENT INVESTIGATION TRAINING PROGRAM  
(BAITP)**

Program Description: The objective of this program is to provide training for waterborne officers who are responsible for initial response to and investigation of recreational boating accidents. The program covers all phases of boating accidents to include initial response, investigative techniques, accident diagraming, witness interviews, report writing and available outside resources for officers involved with in-depth accident investigations. Instructors cover preparation of critical data used in criminal and civil actions. The program culminates in a practical exercise involving the investigation of a boating accident; gathering physical evidence, photography of the accident scene, interviewing the witnesses, diagraming the accident and determining cause a culpability of the boating accident.

Length of Training: 5 class days

Prerequisites for Attendance: The training is designed for law enforcement officers responsible for the investigation of boating accidents.

**Program Title: DRIVER INSTRUCTOR TRAINING PROGRAM (DITP)\***

Program Description: The DITP was initiated in response to needs of, and requests from, Federal, State, and local agencies for a program to train instructors in law enforcement driver training subject matter. The program content emphasizes the principles and techniques employed in Emergency Response Driving, Skid Control, Non-Emergency Vehicle Operations, Night Driving, Vehicle Dynamics, and Day & Night Pursuit Driving. Additionally, the proper development and presentation of a law enforcement driver training curriculum is also emphasized.

Program courses covered during the training are as follows:

- ☐ Non-Emergency Vehicle Operations
- ☐ Evasive Driving & Accident Avoidance
- ☐ Systems Approach to Training
- ☐ Introduction to Computer Graphics
- ☐ Emergency Response Driving
- ☐ Instructional Techniques
- ☐ Night Driving
- ☐ Day & Night Pursuit Driving
- ☐ Skid Control
- ☐ Instructional Methods
- ☐ Presentation Delivery Aids
- ☐ Classroom Presentations
- ☐ Vehicle Dynamics
- ☐ On-Range Instruction
- ☐ Range Design, Facilities and Equipment Forum

Length of Training: 10 class days (includes two night practical exercises during Daylight- Saving Time and one night during Eastern Standard Time)

Prerequisites for Attendance: For acceptance into the program, the applicant must meet the following criteria:

- ☐ Be a full-time law enforcement officer presently, or soon to be, assigned as an instructor for law enforcement driver training programs.
- OR
- ☐ Be an employee of a state or community educational institution presently, or soon to be,

AND

- ☐ Be in good physical condition (able to pass a blood pressure check) and be able to perform in skill areas of driver training as listed above in courses covered.
- ☐ Possess a valid State Driver's License.
- ☐ Have a basic level of skills and knowledge of vehicle dynamics and law enforcement driving operations.
- ☐ Have graduated from an instructor development training program or provide certification from a commanding officer that requisite skills and experience in instruction are possessed.

**Program Title: MARINE LAW ENFORCEMENT TRAINING PROGRAM (MLETP)**

Program Description: The MLETP provides basic marine law enforcement training for employees of those agencies and organizations involved in the specialized areas of marine regulation and law enforcement. The major emphasis of this comprehensive training program is on the safe and proper operation of marine patrol vessels, with specific training in law enforcement operations.

Examples of subject areas included in the MLETP are as follows:

- ☐ Air/Sea Operations
- ☐ Nautical Terminology
- ☐ Marlinespike Seamanship
- ☐ Chart Interpretation and Navigation Methods
- ☐ Meteorology/Heavy Weather Operations
- ☐ Pursuit, Stop and Approach
- ☐ Safety and Emergency Equipment
- ☐ Fire and Damage Control
- ☐ Introduction to GPS and DGPS
- ☐ Rules of the Road
- ☐ Aids to Navigation
- ☐ Boat Handling
- ☐ Marine Communications
- ☐ Motorboat Trailing
- ☐ Pursuit, Boarding and Arrest Procedures
- ☐ Electrical Troubleshooting
- ☐ Survival Swimming/Environmental Stress
- ☐ Vessel Documentation
- ☐ Vessel Towing
- ☐ Engineering and Electrical Systems
- ☐ Preventive Maintenance Procedures
- ☐ Marine Electronics and Troubleshooting

Written and practical examinations are given throughout the program. Students are provided hands-on laboratories during both on water and classroom periods.

Length of Training: 19 class days (includes two night practical exercises)

Prerequisites for Attendance: For acceptance into the program, applicants must be Federal law enforcement officers and graduates of basic law enforcement programs or academies. State and local law enforcement officers may attend on a space-available basis. All applicants must be recommended by their supervisors or other agency officials and be involved in marine law enforcement duties.

**Program Title: MOTORBOAT LICENSE EXAMINER TRAINING PROGRAM (MOLETP)**

Program Description: This program was designed to meet the specific requirements of the Corps of Engineers (COE) for operating small boats. The training includes trailering, boat fire fighting, water emergency procedures, rules of the road, navigation, and boat handling. Also included in the program are several waterborne exercises during which the students receive intensive hands-on practical training. This program includes night navigation, use of radar and GPS and high speed vessel operation.

Length of Training: 8 class days

Prerequisites for Attendance: Currently this program is open only to COE Rangers and other approved personnel. Other agency personnel may attend if sponsored by COE. Contact the program manager for further information.

**Program Title: POLICE BICYCLE TRAINING PROGRAM (PBTP)\*\***

Program Description: The PBTP presents police cyclists with the basic knowledge, techniques, operational principles and legal considerations to ensure the safe operation of the police cyclist. Students are taught fundamental firearms tactics as well as basic weapons manipulation and marksmanship techniques. Both classroom instruction, laboratories, and practical exercises are used during the training. At the completion of the training, students should have achieved levels of competency that will enable them to successfully operate a bicycle with a greater degree of safety in a law enforcement capacity.

Topics covered in this training are as follows:

- ☐ History and uses of Police Bicycles
- ☐ Pre-Ride Preparation
- ☐ Hazard Recognition and Negotiation
- ☐ Rules of the Road

- ☐ Equipment/Uniforms
- ☐ Traffic Enforcement
- ☐ Bicycle Maintenance
- ☐ Night Riding
- ☐ Patrol Procedures and Tactics
- ☐ Injury Management
- ☐ Physical Conditioning
- ☐ Police Bicycle Officer Marksmanship
- ☐ Combined Weapons Stress Course for the Police Bicycle Officer
- ☐ Use of Cover Drill for the Police Bicycle Officer
- ☐ Police Bicycle Officer Firearms Obstacle Course
- ☐ Police Bicycle Officer Firearms Steel (Silhouette) Course
- ☐ Riding and Shooting

Length of Training: 8 class days

Prerequisites for Attendance: Students must be employed in law enforcement, or law enforcement related positions, and have assigned duties that require knowledge of the subject matter. Students must additionally be in good physical condition and able to withstand 64 hours of rigorous training.

**Program Title: SMALL CRAFT ENFORCEMENT TRAINING PROGRAM (SCETP)**

Program Description: The SCETP is designed to meet the needs of law enforcement officers assigned to **inland marine law enforcement**. Instruction on the operation and navigation of highly specialized, enforcement watercraft is provided in the program. Additionally, an overview of the basics of marine enforcement is presented. The training concludes with course work covering proactive enforcement techniques to be used on the nation's interior waters.

Examples of courses presented in the SCETP are as follows:

- ☐ Boating Accidents
- ☐ Boating Under the Influence
- ☐ Enforcement Vessel Operations
- ☐ Inland Rules of the Road
- ☐ Marine Patrol Methods
- ☐ Marine Survival Techniques
- ☐ Marlinespike Seamanship and Terminology
- ☐ Motorboat Trailing
- ☐ Piloting and Aids to Navigation
- ☐ Safety and Emergency Equipment
- ☐ Vessel and Equipment Theft
- ☐ Vessel Enforcement Stops
- ☐ Vessel Engineering
- ☐ Waterborne Arrests

Length of Training: 10 class days

Prerequisites for Attendance: To be accepted into the SCETP, an applicant must be a full-time Federal law enforcement officer with a FLETC participating organization and a graduate of a basic law enforcement training program or academy. Nonparticipating organization personnel and State or local law enforcement officers may attend on a space-available basis. Applicants must be recommended by their supervisors or other agency officials and currently be assigned to inland marine law enforcement duties.

**Program Title: VEHICLE ACCIDENT INVESTIGATION TRAINING PROGRAM  
(VAITP)\***

Program Description: The VAITP is a concise study of the basic investigative techniques and related tools/equipment required of the accident investigator. Students are taught to use traffic templates to decide accurate measurements, to record these measurements correctly, and to make precise scale diagrams. Classroom instruction, laboratories, and practical exercises are used during the training.

At the completion of the training, students should have achieved levels of competency that will enable them to complete a successful motor vehicle accident investigation.

Topics covered in this training are as follows:

- ☐ Introduction to Traffic Accident Investigation
- ☐ Accident Scene Management
- ☐ Traffic Template
- ☐ Determination of Speed from Skidmarks
- ☐ Determining the Accident Cause
- ☐ Traffic Accident Diagraming

Length of Training: 4 class days

Prerequisites for Attendance: Students must be employed in law enforcement, or law enforcement related positions, and have assigned duties that require knowledge of the subject matter.

**Program Title: VEHICLE AMBUSH COUNTERMEASURES TRAINING PROGRAM  
(VACTP)\***

Program Description: The VACTP presents experienced drivers with some practical alternatives for the protection of their principals against vehicle ambushes and assassination attempts while in transit. Through various instructional methodologies including lectures, discussions, and practical exercises, students will discover principles and techniques for deciding the appropriate countermeasures required during vehicle ambushes. In addition, students are updated on current

assassination attempts and applicable information regarding actual incidents provided by the FLETC's Lessons Learned Committee.

Topics presented are as follows:

- ☐ Emergency Response Driving
- ☐ Skid Control
- ☐ Assassination Studies
- ☐ Vehicle Motorcade Tactics (protective driving)
- ☐ Foot/Vehicle Formations
- ☐ Offensive Maneuvers
- ☐ Night Driving and Night Vehicle Attacks

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, individuals must be experienced drivers who are engaged in, or expected to be detailed to, protective service operations for Federal, State, or local governments. They also must be in good physical condition.





## **ENFORCEMENT OPERATIONS DIVISION**

### **COURSE DESCRIPTION AND OBJECTIVES**

The mission of the Enforcement Operations Division (EOD) is to provide training to the agents and officers of tomorrow in the day-to-day, hands-on, operational aspects of law enforcement and provide them with the necessary contemporary scientific and technological skills to perform those law enforcement operations. The complex criminal activities of today require law enforcement officers to work with each other in planning and executing a variety of law enforcement activities. The emphasis is on teamwork. The Division staff provides classroom presentations and practical exercises in such vital areas as conducting surveillance, executing search warrants, using technical investigative equipment and conducting undercover operations. Realism, the keynote of all practical exercises, is attained through the employment of professional role players, appropriate settings, carefully designed scenarios, transportation, firearms, communications and other modern implements of the law enforcement profession.

Certain fundamentals of Federal Law Enforcement are taught to every basic law enforcement student, whether in a police or criminal investigator training program. The Enforcement Operations Division is constantly alert to changing procedures, techniques, and operational concepts and ensures that course material reflective of such change is incorporated into appropriate courses on a timely basis. Courses taught by the Division in the Criminal Investigator Training Program include Continuous Case Investigation, Criminal Investigation and Case Management, Execution of a Search Warrant, Federal Firearms Violations, Firearms Policy, Informants, Investigative Skills Laboratory, Orientation to Federal Law Enforcement Agencies, Report Writing, Sources of Information, Surveillance, Undercover Operation, and Undercover Operations Technical Investigative Equipment. Additional courses taught by this Division in other Center programs include Case Preparation and Presentation, Contemporary Violent Groups, Introduction to Criminal Investigations, Larceny From a Motor Vehicle (includes false identification), Operational Skills Laboratory, Final Practice Exercises, Radio Communications, Vehicle Search, and VIP Protection.

For further information, please contact:

Division Chief  
Enforcement Operations Division  
Federal Law Enforcement Training Center  
Building 68  
Glynco, GA 31524  
Telephone: (912) 267-2599  
Fax: (912) 267-3517

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: INTRODUCTION TO CRIMINAL INVESTIGATIONS TRAINING PROGRAM (ICITP)**

Program Description: The ICITP is designed to acquaint the non-criminal investigator student with the procedures, techniques, legal concerns, and general problems associated with a criminal investigation. The program focuses on the role of the criminal investigator and emphasizes interviewing skills and legal requirements. Combining classroom lectures and practical exercises in the program allows students to better comprehend the various investigative procedures.

Courses taught in the ICITP include the following:

- ☐ Introduction to Criminal Investigations
- ☐ Orientation to Federal Law Enforcement Agencies
- ☐ Privacy Act/FOIA
- ☐ Assault/Bribery
- ☐ Federal Court Procedures
- ☐ Criminal Law
- ☐ Evidence
- ☐ Sources of Information
- ☐ Administrative Law and Civil Litigation
- ☐ Civil Rights
- ☐ Conspiracy
- ☐ Investigative Skills (Surveillance, Informants, etc.)
- ☐ Court Testimony Lecture
- ☐ Questioned Documents
- ☐ Search and Seizure
- ☐ Self-Incrimination
- ☐ Interviewing
- ☐ Interviewing Laboratory
- ☐ Entrapment
- ☐ Report Writing
- ☐ Link Analysis
- ☐ Investigative Computer Skills
- ☐ Court Testimony Laboratory

Length of Training: 10 class days

Prerequisites for Attendance: Although the ICITP provides an overview of the criminal investigative process and focuses on the role of the criminal investigator, it is designed for non-criminal investigator personnel. Specifically in mind are regulatory and compliance inspectors, paralegals, auditors, technical personnel, and others who might assist in a criminal investigation, be required to testify in a criminal matter, or refer a matter to court for criminal investigators.

**Program Title: PRACTICAL EXERCISE EVALUATORS TRAINING PROGRAM (PEETP)**

Program Description: The PEETP is designed to prepare the instructor with necessary information to be an effective and informed evaluator. The PEETP incorporates many of the instructional methodologies including discussions, demonstrations, lectures, role playing and practical exercises. All of the information necessary for an instructor to evaluate practical exercises will be presented in this course.

Courses presented in the PEETP include the following:

- ☐ Arrest/Handcuffing/Search
- ☐ Behavioral Science Overview
- ☐ Crime Scene Investigation
- ☐ Firearms Policy
- ☐ Legal Aspects
- ☐ Officer Safety and Survival
- ☐ Radio/Report Writing/NCIC
- ☐ Role of the Evaluator
- ☐ Score Sheet Evaluations
- ☐ Unified Training Principles
- ☐ Vehicle Stops
- ☐ Practical Exercises

Length of Training: 5 class days

Prerequisites for Attendance: The PEETP is primarily available to the Federal Law Enforcement Center instructional staff and participating agencies.

**Program Title: TECHNICAL INVESTIGATIVE EQUIPMENT TRAINING PROGRAM (TIETP)\***

Program Description: The TIETP is designed to instruct experienced investigators in the use of technical investigative equipment and Federal legal procedures' application concerning surveillance activities. Participants are instructed in proper techniques for installation, operation, and field maintenance of equipment such as transmitters, receivers, recording devices, night vision equipment, video recording systems, and tracking devices. This program concentrates exclusively on consensual monitoring situations and surveillance. *Non-consensual monitoring and associated applications will not be addressed.*

Regulations concerning the use of technical investigative equipment vary considerably from State to State; therefore, this program concentrates only on applicable Federal requirements. Program participants must be knowledgeable of their States' legal procedures.

Examples of the topics covered through lecture, laboratory, and practical exercise are as follows:

- ☐ Federal Laws for Electronic Surveillance
- ☐ Basic Electricity/Power Supplies
- ☐ Soldering/Field Repairs
- ☐ Acoustics and Microphones
- ☐ Audio Recorders
- ☐ Transmission Media Theory (RF & Hardwire)
- ☐ Antennas
- ☐ Surveillance Receivers and Transmitters
- ☐ Electronic Tracking Devices
- ☐ Video Applications/Covert Installations
- ☐ Night Vision
- ☐ Site Planning
- ☐ Countermeasures Threat
- ☐ Troubleshooting
- ☐ Laboratory and Practical Exercises.

Length of Training: 10 class days

Prerequisites for Attendance: Applicants must be full-time sworn law enforcement officers from agencies with established or proposed programs that will use technical investigative equipment. The students' agencies must sign written agreements, guaranteeing the participants will be knowledgeable of State laws and regulations applicable to the use of technical investigative equipment.





## **ENFORCEMENT TECHNIQUES DIVISION**

### **COURSE DESCRIPTION AND OBJECTIVES**

The mission of The Enforcement Techniques Division (ETD) is to provide training to the agents and officers of tomorrow in the day-to-day, hands-on, technical aspects of law enforcement and provide them with the necessary contemporary scientific and technological skills to perform those law enforcement functions. The complex criminal activities of today require law enforcement officers to work with each other in planning and executing a variety of law enforcement activities. The emphasis is on teamwork. The Division staff provides classroom presentations and practical exercises in such vital areas as documenting a crime scene, obtaining classifiable suspect fingerprints, recognizing illegal narcotics, using investigative photography and investigating archeological resource crimes. Realism, the keynote of all practical exercises, is attained through the employment of professional role players, appropriate settings, carefully designed scenarios, transportation, firearms, communications and other modern implements of the law enforcement profession.

Certain fundamentals of Federal law enforcement are taught to every basic law enforcement student, whether in a police or criminal investigator training program. The Enforcement Techniques Division is constantly alert to changing procedures, techniques, and operational concepts and ensures that course material reflective of such change is incorporated into appropriate courses on a timely basis. Courses taught by the Division in the Criminal Investigator Training Program include Crime Scene Investigation, Description and Identification, Drugs of Abuse, Fingerprinting, Photography and Questioned Documents. Additional courses taught by this Division in other Center programs include; Arson Investigation, Burglary, Contraband, Detection, Crowd Control, Operational Skills Laboratory, Final Practical Exercises, Rape Investigation, Sex Crimes and Violent Death Investigation.

For further information, please contact:

Division Chief  
Enforcement Techniques Division  
Federal Law Enforcement Training Center  
309 Kiefer  
Glynco, GA 31524  
Telephone: (912) 267-2815  
Fax: (912) 267-3464

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: ADVANCED LAW ENFORCEMENT PHOTOGRAPHY  
TRAINING PROGRAM (ALEPTP)**

Program Description: The ALEPTP is designed for experienced law enforcement officers and investigators who possess a basic knowledge of photography; a compact study in advanced investigative photography techniques and equipment is provided. Students will be required to demonstrate the specific knowledge and skills necessary for successful performance in the field. They also will be assisted in achieving a level of proficiency to successfully complete most investigative, identification, surveillance, or crime scene photographic assignments. This proficiency will come as a result of classroom instruction and practice on field problems involving the use of a 35mm single lens reflex camera, various lenses, light meters, films, flash units, and night vision equipment.

The major course areas of darkroom techniques, day and night surveillance, color and black and white photography, and crime scene photography are presented by classroom lecture and practical exercises.

Program courses presented are as follows:

- ☐ Camera Systems
- ☐ Cameras and Meters
- ☐ E-6 Processing
- ☐ Night Vision Photography Equipment
- ☐ Flash Photography
- ☐ Special Films
- ☐ Infrared Photography
- ☐ Photographic Surveillance Equipment and Techniques
- ☐ Photographic Equipment Maintenance
- ☐ Darkroom Techniques for Processing Black and White Film
- ☐ Shooting and Processing PR 3200 Film
- ☐ Crime Scene and Arson Photography

Length of Training: 8 class days and nights

Prerequisites for Attendance: For acceptance into the program, the applicant must be a full-time law enforcement officer or a full-time permanent employee whose primary duty is investigative photography for a Federal, State, County or Municipal Law Enforcement Agency. The applicant also must possess a knowledge of basic photography. Participating organizations' personnel have first priority for selection.



**Program Title: ARCHEOLOGICAL RESOURCES PROTECTION  
TRAINING PROGRAM (ARPTP)\***

Program Description: The ARPTP was developed by the FLETC together with the U.S. Forest Service, Bureau of Land Management, and the National Park Service. The course developers from these Federal agencies were experienced in the disciplines of both criminal investigation and archeology.

During the program, students participate in integrated lectures and discussions. Advanced and specialized training is offered to both the law enforcement officers and the archeologists in the same classroom setting. At other times, the participants are separated in order to provide law enforcement training to the archeologists and archeological training to the law enforcement officers. This program identifies the need for the team concept for archeological resource crime scene investigation.

Some integrated topic areas presented are as follows:

- ☐ Collecting and Trafficking Network
- ☐ Archeological Crime Scene Investigation
- ☐ Site Analysis
- ☐ Prevention
- ☐ Relevant Laws
- ☐ Field Practical Exercise
- ☐ Case Studies

Topics presented to the archeologists are as follows:

- ☐ Introduction to Federal Criminal Justice System
- ☐ Testifying in Court
- ☐ Site Damage Assessment Report

Topics presented to law enforcement officers are as follows:

- ☐ Introduction to Archeology
- ☐ Surveillance Techniques
- ☐ Undercover Operations

Length of Training: 5 class days

Prerequisites for Attendance: Enrollment is limited to full-time, sworn law enforcement officers and archeologists employed by Federal, State or local governments.

**Program Title: LAW ENFORCEMENT VIDEO TRAINING PROGRAM (LEVTP)**

Program Description: The LEVTP is designed for experienced law enforcement officers and investigators who possess a basic knowledge of photography. The course is designed to instruct officers and investigators in the use of the camcorder for law enforcement operations and in the application of Federal legal procedures concerning the use of video in surveillance activities. Participants are instructed in the proper techniques for the use of a video camcorder in recording a crime scene, interviewing and surveillance activities. There will be instruction in night vision equipment used on the camcorder.

The subjects presented are:

- ☐ Basic Video Considerations
- ☐ Special Features of the Camcorder
- ☐ Legal Aspects
- ☐ Proper use of Lighting and Lighting Equipment
- ☐ Operational Lighting
- ☐ Proper use of Audio and Audio Equipment
- ☐ Video Editing Lecture
- ☐ Crime Scene/Search Warrant Videography
- ☐ Video Surveillance
- ☐ Laboratory and Practical Exercises
- ☐ Emerging Technologies

Length of Training: 5 class days and some nights

Prerequisites for Attendance: Applicants must be a full time law enforcement officer or a full time permanent employee whose primary duty is investigative video for a Federal, State, or local law enforcement agency.

**Program Title: NATIONAL WILDFIRE INVESTIGATION TRAINING PROGRAM  
(NWITP)\***

Program Description: Wildland fires result in tremendous devastation of public resources and private property. The increasing incidence of wildland fires, especially those of an incendiary nature (arson), illustrates the need for a greater number of competently trained wildfire investigators. In recognition of this need, the FLETC, together with the U.S. Forest Service, the Bureau of Land Management, and the National Park Service, developed the NWITP.

Students will receive instruction and participate in discussions in several wildland fire investigation topic areas.

Program courses presented are as follows:

- ☐ Relevant Laws
- ☐ Determining Fire Origin
- ☐ Determining Fire Cause
- ☐ Fire Mapping
- ☐ Fire Behavior
- ☐ Arson Laws
- ☐ Motives and Psychological Profiles
- ☐ Recovery of Suppression Costs
- ☐ Wildfire Investigation
- ☐ Fire Tort Claims

Length of Training: 5 class days

Prerequisites for Attendance: Enrollment is limited to full-time Federal law enforcement officers or other personnel who have significant responsibilities for investigation of wildland fires. Nonparticipating organization, State, and local personnel are admitted on a space-available basis.



## **FINANCIAL FRAUD INSTITUTE**

The staff of the FLETC Financial Fraud Institute (FFI) has the responsibility for designing, developing, coordinating, and administering training programs devoted to the prevention, detection, investigation, and prosecution of complex financial and computer-related frauds. These programs are for personnel of the various organizational components within the Federal, State, Local and International Law Enforcement Communities.

The objectives of the FFI's training initiatives is to arm the student with specialty skills and techniques necessary to develop solid prosecutable cases in a range of crimes. Included are crimes involving government contracts, procurement fraud, illegal tax shelters, complex financial transactions supporting terrorism and criminal conspiracies, asset removal/seizures, money laundering activities involving drug smuggling organizations and other illegal enterprises, insurance frauds, electronic funds transfer fraud, and employee embezzlement. Also addressed in several training programs are investigative techniques necessary to investigate and prosecute technical crimes involving computers and computer networks, telecommunications systems, and the emerging world of the Internet.

Although criminal investigators are the primary benefactors of these advanced training programs, others who will benefit from FFI training include those assigned to major case investigations units such as: analysts, inspectors, auditors, and technical specialists assigned to law enforcement functions in the financial and computer fraud areas.

For further information, please contact:

Division Chief  
Financial Fraud Institute  
Federal Law Enforcement Training Center  
Building 2 10, Room A- 17  
Glynco, GA 31524  
Telephone: 912-267-2314  
FAX: 912-267-2500

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command. Applicants from non-Federal agencies may contact the FLETC through:

Assistant Director  
Office of State, Local, and International Training  
Building 67  
Federal Law Enforcement Training Center  
Glynco, GA 31524  
Telephone: 912-267-3145

**Program Title: CASE ORGANIZATION AND PRESENTATION  
TRAINING PROGRAM (COPTP)**

Program Description: This program was initially designed by a Curriculum Development Conference consisting of major case investigators from several law enforcement and prosecutive agencies. The objective of the program is to provide to the journey-level student a variety of tools for effectively managing the staggering amount of evidence and documentation accumulated during the investigation of a major or financial crime.

The FLETC's FFI staff manages this training program with instructional support provided by investigators and prosecutors from any of several agencies. Additionally, software and hardware manufacturers are invited to present recent developments in imaging, archival, and document indexing.

Participants are taught organization, retrieval analysis, and presentation skills beneficial to the management of a complex investigation from its inception through trial.

Courses included in the COPTP include:

- ☐ Document Management: Low Tech Solution
- ☐ Document Management: High Tech Solution
- ☐ Methods of Presenting Investigative Findings
- ☐ The Computer Integrated Courtroom

Length of Training: 5 class days

Prerequisites for Attendance: The program is designed for criminal investigators, prosecutors, and law enforcement support personnel involved in major case investigations.

**Program Title: COMPUTER CRIME TRAINING FOR PROSECUTORS (CCTP)**

Program Description: This program was specially designed for prosecutors by the Financial Fraud Institute working with representatives from the Department of Justice's Computer Crime Section and the Attorney General's Advocacy Institute. It has been tailored to address the specific prosecutorial needs of States and District Attorneys. Individual courses explore the types of computer related evidence which will be encountered, several legal courses address specific issues such as Relevant State Statutes, Computer Related Evidence, Prosecution Strategies, Privacy Issues, Working with Juveniles, and Defense Strategies. At the conclusion of the program the prosecutor will have developed the fundamental strategies for preparing and presenting a high tech crime prosecution. This is an export program, presented in cooperation with a particular state prosecution agency. It is not intended for Federal officers or prosecutors.

Courses include:

- ☐ Computer Crime for Prosecutors
- ☐ Telecommunications Crimes
- ☐ Computer Evidence
- ☐ Privacy Issues
- ☐ Computer Crime Statutes
- ☐ Prosecution Strategies
- ☐ Dealing with Juveniles
- ☐ Defense Strategies

Length of Training: 3½ days

Prerequisites for Attendance: Registrants should be prosecutors or law enforcement officers who routinely work as part of a technical crimes prosecution team.

**Program Title: COMPUTER NETWORK INVESTIGATIONS TRAINING PROGRAM (CNITP)**

Program Description: Businesses and individuals are increasingly relying on computers to perform everyday tasks. But because of cost and convenience, many businesses and individuals are turning to Local Area Networks to organize their computing environment. Of course, this means that it is becoming increasingly important for law enforcement officers to become more familiar with the most popular operating systems and hardware configurations used in computer networks.

The CNITP is intended for those individuals familiar through training or experience with the procedures involved in seizing a stand alone computer system running any of several operating systems, including, but not limited to DOS/Windows 3. 1, Windows 95/98 and Windows NT. The first week of this training program focuses on administrative concepts governing networks including terminology, hardware configurations, and outlines of the most popular operating systems, Windows NT and Novell. In order for students to learn to search or analyze a computer network, they must learn about permissions or rights given to users, subdirectories, files, volumes, configurations set by the system administrator, and parameters used in defining user profiles. Laboratory and practical exercises are interspersed throughout the first week of training to ensure that these important concepts are learned.

The second week of this training program concentrates on the search, seizure and analysis of computer networks. Participants learn how to adapt the administrative concepts learned during the first week to the investigative analysis of networks. They are presented with guidelines for accessing computer networks under a variety of different situations, including friendly and hostile situations. They are also taught how to bypass various passwords and other obstacles that are intrinsic to computer networks. Each student works in teams with other classmates to complete several laboratory and practical exercises, but the final practical exercise is completed and graded on an individual basis.

Students receive needed equipment and software to practice and create their own computer networks at their offices. They receive two hard disks, two NICS (Network Interface Cards), a crossover cable, a toolkit, several textbooks describing networks and their traditional operating systems, a two-user license for Microsoft Windows NT Workstation, and two-user license for Novell 4. 1.

Length of Training: 9 class days

Prerequisites for Attendance: Applicants should be law enforcement investigators with practical experience in criminal law, court procedures, applying rules of evidence, and other related investigative areas, or should work as part of the investigative team. Applicants should also be employed in a position within their agency having potential computer search, seizure and/or analysis duties. The Seized Computer and Evidence Recovery Specialist or equivalent training must be completed before attempting to enroll in this training program. All applicants must have an Internet e-mail address, and must obtain and successfully complete a pre-test before enrolling in the training program.

**Program Title: CRIMINAL INVESTIGATIONS IN AN AUTOMATED ENVIRONMENT  
TRAINING PROGRAM (CIAETP)**

Program Description: The CIAETP is an intensive training program that introduces participants to the principles and techniques governing the acquisition of computer data files during the course of an investigation, and the subsequent search and seizure of computer related equipment/media, and its analysis for investigative leads. The training program begins with the presentation of one week of intensive disk analysis techniques used on IBM compatible computer systems. Participants use state of the art IBMcompatible computer systems running Windows 95 and 98 Operating Systems (Disk Operating System), and application programs like the QuickView File Viewer, Norton utilities, and various other utilities to locate data relevant to an investigative scenario. Students learn techniques to recover erased data which has not been overwritten, partially overwritten and fragmented using various utility programs. Participants are presented with two software programs used during the first week of this training program: QuickView Plus and Norton Utilities version 8, as well as with an External Drive, currently a ZipPlus drive, and an imaging program for hard disks.

During the second week of the training program, students are exposed to legal issues, proper investigative techniques in seizing computer systems and data, and guidelines for the composition of an affidavit for a search warrant directed toward computer equipment. They are also presented with diskettes outlining a series of procedures to safely, and without modification, image data from a computer system hard disk in a controlled environment. These procedures were developed and refined by instructors participating in the training program from various participating agencies.

During a series of final practical exercises, students execute a search warrant in an automated environment, and use defined procedures to image data from the suspect hard disk, while preserving the information on the suspect computer. Participants then appropriately restore the imaged data to another hard disk, perform an analysis of the computer media, and prepare for direct/cross examination in court regarding the techniques used during the search/seizure and analysis and the actual information found that contributed to the arrest of the defendant.



Courses in the CIAETP include the following:

- ☐ Disk Analysis: DOS/Batch Files
- ☐ Disk Analysis: Windows 95/98
- ☐ Disk Analysis: File Viewers
- ☐ Disk Analysis: DOS/Batch Files, File Viewers Practical Exercise
- ☐ Disk Analysis: Boot Process and Configuring a Boot Disk for use at the Search Site
- ☐ Disk Analysis: Recovering Erased Data from Disks
- ☐ Disk Analysis: Miscellaneous Investigative Utilities
- ☐ Disk Analysis: Final Practical Exercise
- ☐ Computer Related Statutes
- ☐ Computer Evidence
- ☐ Computer Search and Seizure
- ☐ Electronic Communications Privacy Act/Personal Privacy Act
- ☐ Investigative Techniques at the Automated Search Site
- ☐ Backing up and Preserving Data from Computer Systems at the Search Site
- ☐ Investigative and Evidence Preservation Techniques involved in the Seizure of Computer systems
- ☐ Execution of a Search Warrant Practical Exercise
- ☐ Prosecution Considerations/Expert Witness Testimony

Length of Training: 10 class days

Prerequisites for Attendance: Applicants should be law enforcement investigators with practical experience in criminal law, court procedures, applying rules of evidence, and other related investigative areas, or should work as part of the investigative team. The program is geared primarily to investigators who understand the fundamentals of IBM compatible computer systems including, but not limited to basic DOS commands such as FORMAT, DISKCOPY, DIR, COPY, ERASE, DEL, TYPE, MD, CD, RD, etc., fundamentals of Microsoft Windows 3.1/95, and the operations and terminology of typically used computer programs such as word processing, spreadsheet, presentation and database Windows applications, as well as familiarity of the application and function of the Internet in computer related investigations. Completion of FLETC's Microcomputers for Investigators Training Program or a similar course is considered essential for attending this training program.

**Program Title: ELECTRONIC SOURCES OF INFORMATION  
TRAINING PROGRAM (ESOITP)**

Program Description: The information available to criminal investigators from electronic databases is truly staggering. The FFI has addressed this topic from an informational and introductory perspective in its advanced training programs since 1990. A consensus of the FFI Consultant Group and student critiques has been that more attention needs to be dedicated to this topic. In October 1996, pursuant to the recommendations of a Curriculum Review Conference, FFI began presenting a two-hour block on Electronic Sources of Information to students of the Basic Criminal

Investigator Training Program. The collective response has been extremely positive, resulting in the development of this one-week - and substantially more intense - training program. ESOITP is an export program, offered at sites other than Glynco, Georgia, in cooperation with other host agencies.

The driving philosophy behind the integration of electronic data sources into routine criminal (and civil/administrative) investigation is that more information is available to the investigator electronically than can be found physically within the immediate investigative venue. This information is available from any modestly equipped personal computer which has a modem access to a commercial telephone line. The electronic data services are easy to implement, learn, and use. The amount of data found electronically within minutes of on-line connections is equivalent to dozens of hours of investigative "foot work" should the same information be acquired by traditional methods.

Courses included in ESOITP include:

- ☐ Legal and Ethical Considerations for On-Line Investigations
- ☐ Introduction to Internet Service Providers (ISP's)
- ☐ FINCEN Operations and Law Enforcement Databases
- ☐ Cryptography for Cybercops
- ☐ Commercial Electronic Sources of Information
- ☐ On-Line Undercover and Sting Operations
- ☐ Internet as an Investigative Resource

Length of Training: 5 class days

Prerequisite for Attendance: This program is for journey-level criminal investigators and intelligence analysts. Proficiency at computer operation and Internet usage is critical for enrollment.

**Program Title: FINANCIAL CRIMES INVESTIGATIONS  
TRAINING PROGRAM (FCITP)**

Program Description: This program is designed for senior level field investigators. The FCITP focuses on the critical elements and techniques required for the successful investigation and prosecution of complex white collar or financial investigations. New investigative techniques and considerations, designed to enhance investigative skills in gathering, analyzing, and presenting financial information, are presented during the first week of the program. During week two, money laundering and asset forfeiture statutes are introduced and applied to non-drug-related fraud cases and to investigations that cross international boundaries. Week two instruction also includes training in various computer software packages for managing, searching, and presenting case information. Students will be exposed to current prosecution strategies for civil and criminal cases and will be given an opportunity to present a criminal case to a Federal Prosecutor using both conventional methods and computer presentation software programs. A 14-hour practical exercise, simulating an actual financial fraud case, runs throughout the 2-week period to illustrate and reinforce the objectives of each course of instruction.

Courses included in the training are as follows:

- ☐ Electronic Sources of Information
- ☐ Indicators of Financial Fraud
- ☐ Indirect Methods of Tracing Funds
- ☐ Financial Institutions
- ☐ Financial Interviewing
- ☐ Money Laundering
- ☐ Asset Forfeiture
- ☐ International Investigations
- ☐ Federal Sentencing Guidelines
- ☐ Civil Litigation
- ☐ Conflicts of Interest
- ☐ DOJ Considerations
- ☐ The Future of Financial Crime and its Investigation

Length of Training: 9 class days

Prerequisites for Attendance: The training is designed for experienced (GS-I 1/12) Criminal Investigators who have graduated from the FLETC Criminal Investigator Training Program or equivalent. However, the training program is also open to certain non-investigators (e.g., senior auditors) who routinely work as part of the investigative team.

**Program Title: FINANCIAL FORENSICS TECHNIQUES  
TRAINING PROGRAM (FFTTP)**

Program Description: One of the most difficult problems an

investigator faces in prosecuting sophisticated financial crimes is explaining to the Assistant U.S. Attorney (AUSA) the significance of various accounting documents. If the AUSA is to convince the jury that the defendant is guilty of a specified crime, he or she must understand and appreciate not only the significance of the accounting documents, but how they are related and how they substantiate the elements of the crime. In a complex case, especially one involving fraud and money laundering, this problem can be compounded by the need to present hundreds of exhibits to prove individual financial transactions.

Due to many requests for a program that explains the relationship among, and purpose of, many accounting documents, the FFI staff developed the FFTTP. Geared for the journey-level financial investigator in Federal law enforcement, the program offers investigative tips and techniques that can be applied to the most sophisticated financial crimes.

Topical areas addressed in FFTTP include the following:

- ☐ Fraud and Money Laundering Statutes (elements of proof required for each statute)  
Accounting System Documents
- ☐ Types of Financial Frauds and Schemes (including arson, fraudulent real estate schemes, planned business failures, use of stocks, bonds, and commodities, and the use of sham/shell corporations) Exposing Concealed Income
- ☐ Net Worth Analysis and Financial Calculations Printing Relevant Reports

Length of Training: 10 class days

Prerequisites for Attendance: Completion of either the International Banking and Money Laundering Training Program (IBMLTP) or the Money Laundering and Asset Forfeiture Training Program (MLAFTP) is considered a prerequisite for registration.

**Program Title: FRAUD AND FINANCIAL INVESTIGATIONS TRAINING PROGRAM (FFITP)**

Program Description: The FFITP was designed and developed by experienced financial crimes investigators from several state and local organizations specifically to address the training needs of non-Federal law enforcement officers. Instruction for the program is provided by the Financial Fraud Institute, other FLETC training divisions, and guest instructors from any of several State and local agencies. The program provides instruction in order to develop skills required to analyze and document financial transactions, and to evidence or link financial relationships. The program applies several training methodologies including the completion of a very complex and comprehensive practical exercise.

Upon completion of the program the student will be able to: identify patterns of organized criminal activity; recognize the principles of evidentiary law essential to successful financial investigations; analyze financial records for discrepancies and leads evidencing criminal activity; recognize activities which constitute mail fraud, contract fraud, and computer fraud; and document the flow of funds through a variety of financial transactions; utilize an electronic spreadsheet to analyze a variety of financial information.

Topical areas addressed in FFITP include:

- ☐ Tracing Funds through Financial Institutions
- ☐ Fundamentals of Investigative Accounting
- ☐ Applying Financial and Banking Records to Criminal Investigations
- ☐ Securities Fraud Investigations
- ☐ Bribery Investigations
- ☐ Money Laundering and Asset Forfeiture
- ☐ Interviewing
- ☐ Computer Related Investigations
- ☐ Computers as Investigative Tools

Length of Training: 10 class days

Prerequisites for Attendance: For acceptance into the program the individual must be a law enforcement officer of a state, county, or municipality, or a local government agency with responsibilities to investigate financial crimes.

**Program Title: HEALTH CARE FRAUD INVESTIGATIONS  
TRAINING PROGRAM (HCFITP)**

Program Description: Due to the increase in health care fraud, and the fact that traditional criminal organizations are now profiting from this under enforced area, the Financial Fraud Institute at the Federal Law Enforcement Training Center has implemented a training program which will teach law enforcement investigators and private health insurance investigators how to combat this emerging criminal enterprise. The program will draw from the strengths and knowledge of the Federal, State, local and private investigations community and will introduce the latest techniques for investigating health care fraud. The goal of this program is to bring together traditional law enforcement with their private industry counterparts to form an investigative partnership against the emergence of fraud in the health care system.

Participants are taught to investigate health care fraud through a combination of practical exercises and lectures.

Courses included in the HCFITP are as follows:

- ☐ Overview of Health Care Insurance
- ☐ Health Care Fraud Statutes
- ☐ Provider Fraud Profiles and Trends
- ☐ Sources of Information
- ☐ Computer Investigative Tools
- ☐ Financial Investigative Techniques
- ☐ Reviewing Medical Records
- ☐ Undercover Operations
- ☐ Cost Reports
- ☐ Staged Accident Schemes
- ☐ Organized Crime Scams
- ☐ Psychiatric Fraud
- ☐ Parallel Procedures

Length of Training: 7½ class days

Prerequisites for Attendance: The program is designed for Federal, State and local criminal investigators, auditors and analysts involved in health care fraud investigations. Private sector health insurance investigators, auditors and analysts are also welcome to attend.

**Program Title: INTERNATIONAL BANKING AND MONEY LAUNDERING TRAINING PROGRAM (IBMLTP)**

Program Description: The National Drug Policy Board's Financial Enforcement Committee recommended establishing this training program to address trends and current developments concerning international banking and money laundering. The program curriculum was developed by a task force consisting of representatives from law enforcement, intelligence, banking, and the Police Executive Research Forum (PERF).

A working example of interagency cooperation, this training program is managed by the FLETC's FFI staff. Instructional support is provided by staff members from the Federal Reserve Bank Board, Financial Crimes Enforcement Network, Office of Financial Enforcement, Drug Enforcement Administration, Internal Revenue Service, Office of the Comptroller of the Currency, Organized Crime Drug Enforcement Task Force, Bureau of Engraving and Printing, Office of International Affairs (DOJ), Federal Bureau of Investigation, and U.S. Customs Service.

Participants are taught to recognize money laundering and cash flow indicators in foreign banking.

Courses included in the IBMLTP are as follows:

- ☐ Bank Secrecy Act
- ☐ Money Laundering Statutes
- ☐ RFPA
- ☐ FINCEN
- ☐ International Banking Framework
- ☐ Tracing Money Through Financial Networks
- ☐ Mechanics of International Money Movement
- ☐ INTERPOL
- ☐ Tax Havens
- ☐ Case Study

Length of Training: 5 class days

Prerequisites for Attendance: The program is designed for Federal criminal investigators and law enforcement intelligence analysts involved in financial investigations.

**Program Title: INTERNATIONAL BANKING AND MONEY LAUNDERING  
TRAINING PROGRAM - INTERNATIONAL (IBMLTP-1)**

Program Description: This is the international version of IBMLTP and is presented at locations outside the United States to foreign law enforcement officers. The program was developed in response to a request by the United States Department of State, Bureau for International Narcotic and Law Enforcement Affairs, to address the evolution of transnational and organized crime, particularly in Russia and Eastern Europe. It has been presented two dozen times in the past three years at sites throughout Russia and Eastern Europe. IBMLTP-I focuses on the application of an arcane financial investigative technique to prove a variety of criminal activities including: extortion, political corruption, bribery, trafficking in drugs and arms, and violent crimes. International cooperation and the enactment of money laundering laws is strongly encouraged. Investigative techniques unique to western countries are a significant part of the program and supplemental instructional support is solicited from the host nation.

The program is managed by FLETC staff with instructional support from financial investigative experts from the United States Treasury (including IRS) and Justice Departments and the Federal Reserve Bank Board.

Courses included in IBMLTP-I:

- ☐ Bank Secrecy Act
- ☐ Money Laundering (Methods and Approaches)
- ☐ Concealed Income Analysis
- ☐ Flows of Money through Financial and Nonfinancial Institutions  
(Domestic and International)
- ☐ International Criminal Organizations
- ☐ Cyberbanking and Cybercrime
- ☐ Tax Havens
- ☐ Investigative Techniques (Sources)
- ☐ Prosecutors View

Length of Training: 5 class days

Prerequisite for Attendance: Determined by host country; must be citizen of host country.

**Program Title: MICROCOMPUTERS FOR INVESTIGATORS  
TRAINING PROGRAM (MITP)**

Program Description: The MITP is an entry-level computer training program for criminal investigators. The focus of the program is on developing the abilities of the law enforcement officer in using the computer as an investigative tool. Using a combination of lecture, demonstration, and extensive hands-on application, the student will gain a familiarization with personal computers, an overview of Microsoft operating systems (Windows 95/98, DOS/Windows 3.X), computer filing

overview of Microsoft operating systems (Windows 95/98, DOS/Windows 3.X), computer filing and retrieval techniques, and a variety of computer applications, including word processing, electronic spreadsheets, and data base managers. The Microsoft Professional Office suite of software is used as the core tool for MITP exercises.

Courses of instruction include:

- ☐ Introduction to Computers
- ☐ Introduction to MS-DOS/Windows 3.X
- ☐ Introduction to Microsoft Windows 95/98
- ☐ Introduction to Word Processing
- ☐ Introduction to Electronic Spreadsheets
- ☐ Introduction to Data Base Managers
- ☐ Introduction to Presentation Graphics

Length of Training: 9 class days

Prerequisites for Attendance: Applicants should be experienced law enforcement officers. No technical or computer experience required. Non-law enforcement support personnel and officers from State and local agencies may register on a space-available basis.

**Program Title: MONEY LAUNDERING AND ASSET FORFEITURE  
TRAINING PROGRAM (MLAFTP)**

Program Description: The MLAFTP is designed for investigators and prosecutors who are knowledgeable of the basic methods of investigating and prosecuting white collar crime cases, although experience in conducting money laundering investigations is not a prerequisite for attendance. The focus of this program is on defining money laundering by statute, identifying indicators of money laundering, collecting evidence, analyzing financial records, prosecuting these violations, and pursuing forfeiture action. Instruction is provided by both FLETC and guest instructors. A comprehensive practical exercise is included near the end of the program. MLAFTP is exported regionally throughout the United States in coordination with district offices of United States Attorneys and the Law Enforcement Coordination Committee (LECC).

Courses taught in the MLAFTP include the following:

- ☐ Money Laundering Statutes
- ☐ Sources of Information (EPIC, IRS Computer Center)
- ☐ Asset Forfeiture Statutes and Procedures Bank
- ☐ Secrecy Act
- ☐ Financial Crimes Enforcement Network (FinCEN)
- ☐ Methods and Techniques of Money Laundering
- ☐ Domestic Banking
- ☐ Financial Accounting



- ☐ Domestic and International Fund Transfers
- ☐ Investigating Money Laundering Practical Exercise (8 hours)

Length of Training: 4 class days (noon Monday thru noon Friday)

Prerequisites for Attendance: This training is available to all Federal, State and local investigators and prosecutors. Analysts and Examiners may attend on a space available basis.

**Program Title: SEIZED COMPUTER AND EVIDENCE RECOVERY  
SPECIALIST (SCERS)**

Program Description: Businesses and individuals are increasingly relying on computers for a variety of uses, such as word processors to produce texts, databases to manage records, and spreadsheets to manage financial functions. Criminals with access to computers will likely use them in virtually every type of criminal activity, including narcotics trafficking, money laundering, memorialization by serial rapists and murderers. As a result, computers are being encountered today during the execution of most search warrants. Therefore, there is a critical need for law enforcement officers to be able to successfully seize, process, and recover computer evidence without compromising the integrity of the computerized evidence.

Responding to increasing demands from many law enforcement agencies, the FFI has assembled a comprehensive curriculum for the Seized Computer and Evidence Recovery Specialist Training Program. As they develop an in-depth knowledge of how computer data is created, stored, modified and manipulated, students will, during training, access and extract evidence from microcomputers. This computer evidence will be protected from destruction by viruses, planned malicious devices and careless manipulation.

During practical exercises, these necessary skills will be used to successfully process computer evidence. Computer processing will be from DOS-based microcomputers, using floppy and hard disks. Students will work extensively with the following forms:

- ☐ Named Files (at the DOS Level)
- ☐ Erased Files (Unfragmented)
- ☐ Erased Files (Fragmented)
- ☐ Locating Data in Unallocated Space
- ☐ Hidden Files and Sub-Directories using Camouflage Methods
- ☐ Locating Data Unreadable by Standard DOS Commands and Procedures
- ☐ Data Unknowingly Written to Disk from the Computer's Memory
- ☐ Data Hidden by Special Programming Techniques
- ☐ Disguised Data

Participants will make exact copies of the original evidence found on computer disks, document computer evidence and recovery procedures for credible testimony at trial. Completion of the program is intended to assist in qualifying students as expert witnesses in the processing of seized computer evidence and data recovery.

Length of Training: 15 class days

Prerequisites for Attendance: Trained law enforcement officers experienced in the rules of evidence and the interpretation of investigative leads who, with an in-depth knowledge in DOS, are required to seize and process computer evidence and maintain the evidentiary integrity of recovered data.

**Program Title: TELECOMMUNICATIONS FRAUD TRAINING PROGRAM (TCFTP)**

Program Description: The TCFTP introduces the student to the investigative opportunities and complexities of today's flourishing telecommunications systems and the "Information Superhighway."

Anonymous, instantaneous, worldwide communications are immediately available to both the investigator and to the criminal. This program describes the difficult and intimidating relationships of local and long distance carriers, resellers, providers, and end users and demonstrates their affiliations. Students will be introduced to emerging technologies and discuss their applications to crimes of today and criminal trends of the future.

Students will investigate and discuss complex case material in a practical exercise, presented as a continuous thread scenario throughout the program. This realistic application of skills introduces the student to many facets of highly technical investigations in the computer and information age. Additionally, the training is augmented by classroom presentations from subject matter experts in law enforcement and the communications industry.

The world is moving onto the Internet. Students are introduced to some of the capabilities of this "66 network of networks" where information is a commodity. Crimes can be committed from another country and the victim may never know that a crime has been committed against them.

Most important, agents will receive up-to-date information on the emerging mysteries of telecommunications law. They will learn the requirements for liaisons with their counterparts from the telecommunications industry within these new laws. Also, agents will have the opportunity to begin their own network of sources of telecommunications information.

Courses in the TCFTP include the following:

- ☐ Techniques of Telecommunications Crimes
- ☐ Hackers & Phreakers - Who are the Cyberspace Criminals
- ☐ Basic Telephony - Terminology and History
- ☐ Electronic Fraud Devices - Boxes Customer Premises Equipment - Fraud at Home
- ☐ Obtaining Carrier Records - Subpoena Management Centers
- ☐ Cellular Communications Fraud - Capturing ESNIMIN Information
- ☐ Dealing with Hackers - Social Engineering
- ☐ Future Trends in Telecommunications Technology
- ☐ Dialed Number Recorders - Practical Applications
- ☐ Voice Mail - Fraud and Abuse

- ☐ Electronic Communications Privacy Act - Updates and Problems
- ☐ FISA/PPA/I 8 USC 1029 & 1030 and Other Applicable Laws
- ☐ Digital Telephony - Law Enforcement Assistance Act
- ☐ Preparing Telecommunications Search Warrants - Federal and State Applications
- ☐ Current Topics (as trends develop)

Length of Training: 10 class days

Prerequisites for Attendance: Applicants are experienced investigators, analysts, prosecutors, judicial officers and their non-Federal counterparts. They should have a basic understanding of and a need to participate in computer and telecommunications crime investigations and prosecutions.

**Program Title: WHITE COLLAR CRIME TRAINING PROGRAM (WCCTP)**

Program Description: The WCCTP has been designed to provide the basic tools with which to identify sophisticated white collar schemes to members of Federal investigative teams. The curriculum has been developed around three major areas: financial investigative techniques, legal concerns, and case development. Through a training blend of theory and practical exercises, the student will develop a heightened awareness of the myriad of white collar crime schemes being worked by criminals. The students will also gain the technical skills useful in the successful investigation of these schemes.

Courses taught in the WCCTP include the following:

- ☐ Sources of Information
- ☐ Orientation to Financial Investigations
- ☐ Tracing Funds through Financial Institutions
- ☐ Computer Fraud Analytical Investigative Techniques
- ☐ Computers as an Investigative Tool
- ☐ Indicators of Financial Fraud
- ☐ Civil Litigation
- ☐ Evidence
- ☐ Privacy Act/FOIA
- ☐ Privileges
- ☐ Conspiracy
- ☐ Administrative Law
- ☐ Federal Court Procedures
- ☐ Courtroom Testimony
- ☐ Constitutional Law
- ☐ Criminal Law
- ☐ Parallel Proceedings
- ☐ Interviewing
- ☐ Victims of Financial Fraud
- ☐ Questioned Documents

- ☐ Bribery
- ☐ Money Laundering
- ☐ Contract Fraud

Length of Training: 10 class days

Prerequisites for Attendance: The training is designed for general investigators, auditors, inspectors, analysts, or other personnel who assist in the investigation of white collar crimes.





## **FIREARMS DIVISION**

The mission of the Firearms Division (FAD) is to provide quality training in the safe handling, proficient application, and justifiable use of firearms. The firearms training programs are administered to all basic and advanced law enforcement officers. In addition, FAD has developed several advanced Instructor Training and proficiency programs to include the following:

- ☐ Firearms Instructor Multiple Weapons Training Program (FIMWTP)
- ☐ Firearms Instructor Refresher Training Program (FIRTP)
- ☐ Firearms Instructor Training Program (FITP)
- ☐ Law Enforcement Rifle Training Program (LERTP)
- ☐ Precision Rifle Observer Program (PROP)
- ☐ Semiautomatic Pistol Program (SAPP)
- ☐ Survival Shooting Training Program (SSTP)

These specialized programs are designed to enhance the teaching skills of field firearms instructors who are responsible for designing, developing and coordinating agency firearms requalification exercises.

## **BASIC PROGRAMS**

The basic firearms training programs offered by FAD range from 30 to 64 hours. The courses that comprise the basic curriculum are conducted in four phases:

- Phase I Theories and Techniques of Survival Shooting (TTSS)
- Phase II Survival Shooting Application (SSA)
- Phase III SSA Qualification
- Phase IV Specialty Courses (JPS-Situational Response)

The Firearms Division staff is committed to providing safe, realistic training that is responsive to the needs of all law enforcement personnel.

For further information, please contact:

Division Chief  
Firearms Division  
Office of Training  
Federal Law Enforcement Training Center  
Building 221  
Glynco, Georgia 31524  
Telephone: 912-267-2278  
FAX: 912-267-3506

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: FIREARMS INSTRUCTOR MULTIPLE WEAPONS TRAINING PROGRAM (FIMWTP)\***

Program Description: The FIMWTP is designed to train the experienced Firearms Instructors in several advanced firearms-related subjects. The program content emphasizes the principles, techniques, and tactics employed when using a shoulder weapon (long arm) as a primary weapon and a side arm as a secondary weapon. Also addressed in the training are shoulder weapon retention and take-away techniques.

Course topics include the following:

- ☐ Firearms Safety Briefing
- ☐ Basic Shotgun Review
- ☐ Weapons Maintenance
- ☐ Advanced Shotgun
- ☐ Ammunition Deflection and Penetration
- ☐ Advanced Handgun/Shotgun Stress
- ☐ M- 16 Rifle
- ☐ Shotgun Reduced Light/Night Fire
- ☐ Submachine Gun
- ☐ Running Man Move and Shoot

Length of Training: 4.5 class days

Prerequisites for Attendance: For acceptance into the program, the instructor must meet the following criteria: the applicant must pass a FLETC Health Screening; have completed the FLETC FITP, NRA, USSS, FBI or other recognized firearms instructor training school; have been a firearms instructor for a minimum of one year; and currently be a firearms instructor.

**Program Title: FIREARMS INSTRUCTOR REFRESHER TRAINING PROGRAM (FIRTP)\***

Program Description: The purpose of the FIRTP is to update active firearms instructors with current firearms methodologies, policies and procedures. The program is also designed to introduce and discuss contemporary firearms trends and techniques. The students are required to develop a dynamic course of fire, demonstrate instructor skills and successfully complete all course objectives through hands-on participation.



Course topics included in the FIRTP are as follows:

- ☐ Advanced Shotgun Applications
- ☐ Dynamic Cover Drills
- ☐ Interactive Cover Drills
- ☐ Interactive Judgment Drills
- ☐ Introduction to Dynamic and Interactive Course Development
- ☐ Instructor Liability
- ☐ JPS Applications
- ☐ Range/Off-Range Safety
- ☐ Situation Response
- ☐ Static Course Development
- ☐ Subdued Light Techniques

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into this program, the applicant must meet the following criteria: pass a FLETC health screening; have graduated from a Firearms Instructor School presented by such organizations as the FLETC, NRA, FBI/DEA, USSS or equivalent; be in good physical condition; actively engage in firearms training; be agency-designated as a firearm's instructor; and currently serving as a full-time law enforcement officer. The Program Manager also recommends that the applicant be a graduate of an instructor development course offered by recognized training academies. The applicant should be highly motivated to attend and have a minimum of one year since graduation from a firearms instructor school.

**Program Title: FIREARMS INSTRUCTOR TRAINING PROGRAM (FITP)\***

Program Description: The FITP provides a specific curriculum of training addressing the needs and requirements of a firearms instructor. These instructors serve as their agency point of authority in the safe conduct of agency firearms qualification programs.

Various instructional methodologies including conferences, lectures, role playing, demonstrations, discussions, and practical exercises are used during the FITP.

The topics covered are as follows:

- ☐ Firearms Safety Rules and Regulations
- ☐ Trauma Management
- ☐ Range Organization and Administration
- ☐ On-line Instruction
- ☐ Basic Marksmanship Instruction
- ☐ Target Analysis
- ☐ Preventing Injury and Illness on Ranges
- ☐ Semiautomatic Lecture/Laboratory

- ☐ Advanced Shotgun Techniques
- ☐ Rifle Lecture/Laboratory
- ☐ Instructional Techniques
- ☐ Survival Shooting Techniques
- ☐ Instructor Liabilities
- ☐ Indoor Reduced Light
- ☐ Downed/Disabled Officer Course
- ☐ Judgment Pistol Shooting
- ☐ Handgun/Shotgun Stress
- ☐ Instinctive Reaction
- ☐ Advanced Handgun/Shotgun Stress
- ☐ Dual Assailant
- ☐ On-line Instruction with Basic Students
- ☐ Submachine Gun Familiarization
- ☐ Use of Cover Drills
- ☐ Off-Range Safety
- ☐ Officer Survival
- ☐ Situation Response Exercises

Length of Training: 10 class days

Prerequisites for Attendance: For acceptance into this program, the applicant must meet the following criteria: pass a FLETC health screening; experience in, or possess the potential for, presenting instructional material to law enforcement personnel; qualified in parent agency course of fire; actively engaged in, or expected to be detailed as, a firearms instructor for parent organization; be in good physical condition; and currently serve as a full-time law enforcement officer.

**Program Title: LAW ENFORCEMENT RIFLE TRAINING PROGRAM (LERTP)\***

Program Description: The LERTP is a training program for the law enforcement officer (LEO) who has responsibility for carrying a semiautomatic rifle for duty related incidents. The program is designed to further enhance rifle skills and proficiency in field application. This is a basic long arm course that targets the person who has limited rifle skills. Portions of the LERTP will be conducted at the Department of the Army, Ft. Stewart Long Range Facility. Classes are limited to 12 students.

Course topics addressed within the LERTP are as follows:

- ☐ Firearms Safety Briefing
- ☐ Rifle Nomenclature
- ☐ Cycle of Operation
- ☐ Assembly/Disassembly
- ☐ Weapon Maintenance
- ☐ Rifle Ballistics

- ☐ Shooting Fundamentals
- ☐ Position Shooting
- ☐ Sight-In Techniques
- ☐ Shot Placement On Humans
- ☐ Long Range Shooting
- ☐ Effects Of Weather/Wind
- ☐ Elevated Shooting
- ☐ Moving Target Shooting
- ☐ Tactical/Decision Courses of Fire
- ☐ Reduced Light Shooting
- ☐ Cold Bore Shots
- ☐ Data Book/Records Keeping

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the student must meet the following criteria: the applicant must pass a FLETC health screening; be in good physical condition; have completed a basic law enforcement academy; and be presently employed by a law enforcement agency as a sworn LEO, or as an agency instructor.

**Program Title:   PRECISION RIFLE/OBSERVER PROGRAM (PROP)\***

Program Description: The PROP is an advanced scope rifle training program. The program targets individual law enforcement officers (LEO) who have responsibilities in the possible deployment and usage of a scope rifle weapon system. The program has several mission statements which follow scenarios from the call out to a possible shot being fired. Students have the option to choose the training situations from a list of critical incident situations. Portions of this program include the use of the Department of the Army, Ft. Stewart Sniper Training Facilities. Classes are limited to 12 students and will revolve around a two-person rifle/observer team.

PROP course topics include the following:

- ☐ Safety Rules/Regulations
- ☐ Observer Semiautomatic Rifle Familiarization
- ☐ Advanced Rifle Ballistics
- ☐ Equipment Overview
- ☐ Data Book/Cold Bore Shot
- ☐ Quick Reaction Drills
- ☐ Observation Techniques/Tactical Approach
- ☐ Crisis Site Scenarios (Beginning to End .... Some Live Fire)
- ☐ Unknown Distance Course Out to 600 Yards
- ☐ Moving Target Drills
- ☐ Glass Deflection Demo/Drill
- ☐ Elevation Shooting/Varying Distances

- ☐ Reduced Light Shooting
- ☐ Counter Sniper Tactics
- ☐ Selection and Occupation of Positions

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the student must meet the following criteria: the applicant must pass a FLETC health screening; must be in good physical condition; have completed a basic law enforcement academy; have completed a basic sniper or rifle training program; and be presently employed by a law enforcement agency as a sworn law enforcement officer, or as an agency instructor.

**Program Title: SEMIAUTOMATIC PISTOL PROGRAM (SAPP)\***

Program Description: The SAPP curriculum provides specific training for agency firearms instructors to convert from revolvers to semiautomatic pistols. Introduced in June 1990, this program was developed to address the growing trend of converting to semiautomatic pistols. Intensive in nature, the training includes lecture, demonstrations, laboratory exercises, and a written examination. All ammunition, equipment, and uniforms are provided.

Topics covered in this program include:

- ☐ Proper Semiautomatic Pistol Safety
- ☐ Semiautomatic Pistol Parts Functions and Safeties
- ☐ Basic Marksmanship Principles
- ☐ Loading, Reloading, and Unloading Procedures
- ☐ Immediate Action Procedures
- ☐ Reduced Light Fire Techniques
- ☐ One-Hand Only (Load and Fire)
- ☐ Voice Commands for On-line Instruction

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the applicant must meet the following criteria: the applicant must pass a FLETC health screening; have completed the FLETC FITP, NRA, FBI or USSS firearms instructor training program; must have been a firearms instructor for at least one year; currently serve as an agency firearms instructor/training officer; and have a basic knowledge of semiautomatic pistols.

**Program Title: SURVIVAL SHOOTING TRAINING PROGRAM (SSTP)\***

Program Description: The SSTP is a dynamic training program designed to train LEO's concepts in survival/reaction shooting skills. Once the officers develop these skills, they will learn to apply them in a variety of stressful, practical situations. Within the eight (8) day training program, the officer will employ several different types of weapons including pistols, shotguns and submachine guns. The student will learn how to apply reaction shooting concepts to virtually any handgun or shoulder weapon. The student will learn to apply marksmanship principles in a much faster time frame without sacrificing accuracy. Ultimately, the SSTP is designed to prepare LEOs to survive an armed confrontation in a street situation.

Topics addressed in the SSTP include the following:

- ☐ Safe Weapons Handling
- ☐ Tactical Speed Shooting Drills
- ☐ Pivot Drills
- ☐ Running Man Drills
- ☐ Submachine Gun Drills
- ☐ Tactical Shotgun Drills
- ☐ Use of Cover Drills
- ☐ Live-Fire Shoot House Drills
- ☐ Reduced Light with Flashlight
- ☐ Physical Effects of Stress
- ☐ Emergency Distance Shooting

Length of Training: 8 class days

Prerequisites for Attendance: The training is open to any full-time law enforcement officer who has completed at least a basic firearms' training program. The applicant must also be able to pass a FLETC health screening.



## **FLETC MANAGEMENT INSTITUTE**

The staff of the FLETC Management Institute (FMI) has the responsibility to design, develop, coordinate, and administer training programs for Federal law enforcement supervisors and managers. Their goal is to make highly relevant training universally available to Federal law enforcement managers, despite agency size or in-house resources.

Professional development opportunities are provided in a combination of directed and self-directed learning environments. The programs offered use participative activities to address learning needs specifically identified by the FLETC's Participating Organizations. The methodologies employed include lecture, large and small group discussions, case studies, problem-solving exercises, simulations, role plays, individual and group presentations and computer-generated management style inventories.

These training programs are unique in that they expressly confront the challenge of managing in the context of Federal law enforcement. Moreover, they bridge the gap between the widely available generic courses and the technical skill's courses typically offered in-house by government organizations.

For further information, please contact:

Program Manager  
FLETC Management Institute  
Building 90  
Glynco, Georgia 31524  
Telephone: 912-267-2988  
FAX: 912-267-2745

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: BASIC LAW ENFORCEMENT SUPERVISORS TRAINING PROGRAM (BLESTP)**

Program Description: This program is a career development tool that provides a unique opportunity for law enforcement professionals to develop and refine their supervisory abilities in a training program designed for law enforcement supervisors. The instructor staff teaching in this program are all current or former supervisory law enforcement professionals. These professionals bring the unique understanding of the law enforcement culture, and the practical knowledge of how to meet the challenges that a law enforcement supervisor will face in operational law enforcement settings. Participants in this program will gain an understanding and how to apply basic supervisory knowledge, skills, and abilities (KSA). Participants will explore these topics and develop skills by means of an adult learning model that employs lecture, practical exercises, case studies, self-directed learning, and computer-generated management style inventories.

The KSA topical areas include:

- ☐ Leadership Skills
- ☐ Communications Skills
- ☐ Legal Responsibilities
- ☐ Stress Management
- ☐ Workplace Diversity
- ☐ Performance Management
- ☐ Briefing Skills
- ☐ Decision Making Skills

Length of Training: 8 class days

Prerequisites for Attendance: This program is designed as a career development tool; thus, who may attend is determined by participating agency needs.

**Program Title: MIDDLE MANAGER TRAINING PROGRAM (MMTP)**

Program Description: The MMTP is a unique professional development opportunity specifically designed for Federal law enforcement managers. The program offers managers an opportunity to explore alternative approaches to realistic management problems and to expand the array of management tools available to them by encouraging managers to look beyond their customary patterns of problem resolution. Diverse management techniques through practical application in a simulated workplace are presented, discussed and demonstrated.



Learning methods include:

- ☐ Participating in Problem-Solving Exercises
- ☐ Small Group Discussion
- ☐ Individual and Group Presentation
- ☐ Role Play
- ☐ Simulations
- ☐ Case Studies
- ☐ Short Research Projects
- ☐ Computer-Generated Management Style Inventories

Length of Training: 10 class days

Prerequisites for Attendance: This program is designed for Federal law enforcement managers who have at least one level of subordinate supervisors or managers who serve in staff positions in their organization. However, attendance is determined by the participating organizations.

**Program Title: SITUATIONAL LEADERSHIP TRAINING PROGRAM (SLTP)**

Program Description: The (SLTP) is based on the practical approach to leadership and management developed by Drs. Ken Blanchard, Patricia Zigormi and Drea Zigormi. It provides the most comprehensive yet practical method of effectively managing people, time and resources. Students learn that there is no one best leadership style, but that the most effective leaders use a combination of four styles: Directing, Coaching, Supporting and Delegating. This program teaches leaders how to diagnose the needs of employees, then tailor management style to each individual situation. The teaching methodologies includes discussion, case studies and role play.

Length of Training: 3 class days

Prerequisites for Attendance: This program is designed for and would be very beneficial to supervisors and managers at all levels in the organization. However, attendance is determined by the participating organizations.



## **LEGAL DIVISION**

The staff of the FLETC Legal Division (LGD) consists of attorneys who have a variety of law enforcement, prosecutive, and Federal trial experience. They are responsible for the development and presentation of all of the legal courses taught in the Center's basic training programs.

Besides basic training, the Legal Division staff has developed a highly regarded week-long Continuing Legal Education Training Program. They have designed this program to update experienced agents and law enforcement officers in current legal issues.

For further information, please contact:

Division Chief  
Legal Division  
Office of Training  
Federal Law Enforcement Training Center  
Glynco, GA 31524  
Telephone: 912-267-2689  
FAX: 912-261-3635

For enrollment information, contact your agency training officer, your on-site representative at the Center, or the IG Academy.

**Program Title: CONTINUING LEGAL EDUCATION TRAINING PROGRAM  
(CLETP)\***

Program Description: Federal law enforcement officers and agents attending the CLETP receive a refresher in the legal subject matter presented in their basic training. This course can help increase investigative skills in gathering evidence and help avoid liability through increased knowledge of the law. In this legal review, court decisions, new laws, and changes to laws are discussed, bringing the student up-to-date with current law.

The CLETP is offered at the Center in Glynco and on an export basis. Course content follows one of two programs; one tailored for the criminal investigator, and one tailored for the patrol officer.

Examples of topics included in the CLETP are:

- ☐ Fourth Amendment Search and Seizure
- ☐ Fifth Amendment Self-Incrimination
- ☐ Civil Liability
- ☐ Federal Rules of Evidence
- ☐ Obstruction of Justice
- ☐ Interception of Electronic Communications (Criminal Investigators)
- ☐ Searching Computers (Criminal Investigators)
- ☐ Fourth Amendment Detention and Arrest (Patrol Officers)
- ☐ Court Testimony (Patrol Officers)

Length of Training: 4.5 class days

Prerequisites for Attendance: There are no prerequisites for attendance, but the program is designed for officers and agents who have attended a basic training program and have had no formal update training within the past few years.





## **OFFICE OF ARTESIA OPERATIONS**

The FLETC has one satellite center at Artesia, New Mexico, near Roswell. This site supports certain basic and advanced programs for approximately 70 Federal agencies.

### **ARTESIA TRAINING DIVISION**

The staff of the Artesia Training Division (ATD) is responsible for designing, developing, coordinating, and administering advanced and specialized training programs for the Immigration and Naturalization Service, United States Border Patrol, Bureau of Prisons, and other participating organizations. Basic and Advanced training programs are conducted for the Department of Interior's Bureau of Indian Affairs under the auspices of the Indian Police Academy.

Specialized instructor programs such as the Driver Instructor Training Program (DITP), Firearms Instructor Training Program (FITP), Law Enforcement Spanish Training Program (LESTP), Semiautomatic Pistol Program (SAPP), the Physical Fitness Coordinators Training Program (PFCTP), Defensive Tactics Instructor Training Program (DTITP), and the Hate Bias Crimes Train-the-Trainer Program (HBCTP) are also conducted at the Artesia facility. These instructor programs are open to Federal as well as State and local students. State and local selections and admissions are coordinated through the National Center for State, Local and International (S, L & I) Law Enforcement Training, located at the Federal Law Enforcement Training Center, Glynco, Georgia.

For further information, please contact:

Chief, Artesia Training Division  
Federal Law Enforcement Training Center  
1300 West Richey Avenue  
Artesia, NM 8 8210  
Telephone: 505-748-8077  
FAX: 505-746-5724

**Program Title: BUREAU OF INDIAN AFFAIRS TRAINING PROGRAM (BIATP)  
INDIAN POLICE ACADEMY**

Program Description: This 16 week Integrated Basic Police Training Program, designed for U.S. Bureau of Indian Affairs (BIA) and tribal law enforcement officers, contains courses such as Ethics and Conduct, Stress, Conflict Management, Narcotics, Collection and Preservation of Evidence, Officer Safety and Survival, Criminalistics, Civil Rights, Search and Seizure, Detention and Arrest, Indian County Law, and BIA specialized training. Other basic law enforcement subjects include Driver, Firearms and Physical Training Programs.

Length of Training: 81 class days

Prerequisites for Attendance: The BIA sets its standards for recruiting new BIA and tribal law enforcement officers. After the individuals have been selected, they are sent by the BIA to the Indian Police Academy, FLETC, Artesia, New Mexico.

**Program Title: BUREAU OF INDIAN AFFAIRS BASIC DETENTION OFFICER  
TRAINING PROGRAM (BIABDOTP)**

Program Description: This 4 week Integrated Basic Police Training Program, designed for U.S. Bureau of Indian Affairs and tribal corrections officers, contains courses such as Rights of Inmates, Jail Operations, Fire Safety in Jails, Alcohol & Substance Abuse in Jails, Contraband Control and Cell Search, Inmate Health Screening, Disturbance Control, Bookings and Admissions, Jail Security, Environmental Health Inspections, Record Keeping, Suicide Prevention, Inmate Management, Community Policing, and Special Inmate Problems.

Length of Training: 20 class days

Prerequisites for Attendance: The BIA sets standards for recruiting new BIA and tribal corrections officers. After the individuals have been selected they are sent by the BIA to the Indian Police Academy, FLETC, Artesia, NM.

**Program Title: HATE BIAS CRIMES TRAIN-THE-TRAINER PROGRAM (HBCTP)**

Program Description: This is a 32 hour program to meet the challenges of the increased incidents in hate crimes. An example of the topics covered through lecture and laboratory exercises include: the history of hate bias crimes, investigative strategies, proper initial response, recognizing a hate motivated crime, media relations, elements of hate bias crimes, victim considerations, community relations, hate bias crime tracking and reporting, the role of the police department, and the supervisor's role in assessing hate crimes. This program provides trainers with all the necessary training aids and materials to train small town and rural agencies how to improve the effectiveness of their agencies in reporting, investigating, and prosecuting hate bias crimes. Participants return to their respective jurisdictions with all the necessary training aids to set up in-service training on hate



and bias crimes. The students are provided with a program guide, student handouts, lesson plans, instructional aids, suggested practical exercises, and a list of available resources. The ultimate goal is to educate law enforcement officers to be more aware of hate bias-motivated crimes. Increased awareness will result in more effective service to the community.

Length of Training: 3 class days

Prerequisites for Attendance: Applicants must be employees of Federal, State, or local criminal justice, law enforcement, or correctional agencies. They must have completed an instructor development program, must have a POST Instructor Certification, or must be trainers for their respective agencies. Finally, they must be from agencies with needs or anticipated needs for personnel trained in hate bias crimes.

### **Program Title: LAW ENFORCEMENT SPANISH TRAINING PROGRAM (LESTP)**

Program Description: The rapid influx of Hispanics into the United States in recent years has resulted in increased contacts between law enforcement officers and Spanish-speaking individuals. Officers with no knowledge of the Spanish language and culture are disadvantaged because they are unable to gather information, offer assistance, ask questions, or give orders. Recognizing that basic Spanish language skills would increase the law enforcement officer's safety and efficiency in contacts with Spanish speakers, the FLETC staff developed a Spanish language program for law enforcement officers.

The primary emphasis of the program is placed on understanding the spoken language and making appropriate brief and understandable responses. Attention to correct grammar and pronunciation is stressed. Cultural, physical and follow-up activities complement formal classroom study.

Length of Training: 10 class days

Prerequisites for Attendance: The program is based on the premise that participants have little or no knowledge of the Spanish language. The program will be most beneficial to those officers and investigators working in areas of dense Hispanic population whose assignments require routine interaction with Spanish-speaking individuals. Participants who use the Spanish language frequently after completing the program will maintain the skills developed during the course of study.



## **PHYSICAL TECHNIQUES DIVISION**

The staff of the Physical Techniques Division (PTD) has instructional and course development responsibilities for four major subject matter areas: Non-Lethal Control Techniques, Cardio-pulmonary Resuscitation (CPR), Physical Conditioning, and Survival Swimming,

In basic programs, instruction is provided in Non-Lethal Control Techniques, which involves handcuffing, searching procedures, and defensive tactics. The American Red Cross CPR Basic Cardiac Life Support Certification is also required. Students must complete successfully a practical exercise and/or written examination in each of these subjects. Most programs require participation in physical conditioning.

Additionally, students participate in the Physical Efficiency Battery (PEB). This involves assessments in cardiovascular endurance, dynamic upper body strength, body fat composition, agility, and flexibility of the lower back area.

The four advanced programs described on the following pages were designed to train the trainer.

For further information, please contact:

Division Chief  
Physical Training Division  
Building 252  
Federal Law Enforcement Training Center  
Glynco, GA 31524  
Telephone: 912-267-2405  
FAX: 912-261-3708

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: DEFENSIVE TACTICS INSTRUCTOR TRAINING PROGRAM (DTITP)\***

Program Description: The DTITP is designed to meet the needs of agencies requiring both a defensive tactics instructor and an intermediate weapons instructor as well. The FLETC has integrated the Intermediate Weapons Instructor Training Program and the Non-Lethal Control Instructor Training Program to offer a well-rounded curriculum for the agency defensive tactics instructor. This course meets the criteria for instruction at all non-lethal levels of force.

Instruction is provided in the following areas:

- ☐ Use of Force
- ☐ Impact Weapons
- ☐ Instructor Liability
- ☐ Instructional Methodologies
- ☐ Non-Lethal Control Techniques
- ☐ Oleoresin Capsicum
- ☐ Performance Testing
- ☐ Use of Tactical Simulation Training Equipment

Length of Training: 10 class days

Prerequisites for Attendance: Each organization sets its standards for selection of participants. However, the individual selected for attendance to the DTITP must be a full time law enforcement officer/agent actively engaged in enforcing laws, providing instruction or expected to instruct officers in the techniques of arrest, defensive tactics, and intermediate weapons. The individual must also be medically cleared to participate in all phases of physical activity required in the DTITP. State and local officers may attend on a space available basis.

**Program Title: IMPACT WEAPONS INSTRUCTOR TRAINING PROGRAM (IWITP)\***

Program Description: Students are taught to instruct the proper methods for using impact weapons during the arrest of resistive or assaultive suspects. Emphasis is placed upon the proper application of force options.

Topics presented include the following courses:

- ☐ Use of Force Model
- ☐ Motor Nerve Point Centers
- ☐ Medical Implications
- ☐ Baton Nomenclature
- ☐ Classroom Management
- ☐ Blocking and Striking Techniques
- ☐ Legal Considerations

Length of Training: 5 class days

Prerequisites for Attendance: Each organization sets its standards for selection of participants. However, the individual selected for attendance to the IWITP must be a full-time law enforcement officer actively engaged in enforcing laws. In addition, the individual must either be providing instruction or awaiting assignment to instruct officers in the techniques of arrest and defensive tactics. The individual also must be medically cleared to participate in all phases of physical activity required in the IWITP. State and local officers may attend on a space-available basis.

**Program Title: NON-LETHAL CONTROL INSTRUCTOR TRAINING PROGRAM (NLCITP)\***

Program Description: This is an advanced program in which students are trained in the methodology of psychomotor skills' development, defensive tactics, and arrest techniques at the instructor level.

Instruction is provided in the following areas:

- ☐ Use of Force Model
- ☐ Classroom Management
- ☐ Warm-up and Flexibility Exercises
- ☐ Injury Prevention Management
- ☐ Legal Ramifications and Implications
- ☐ Establishing and Maintaining Agency Specific Non-Lethal Training
- ☐ Establishing an Evaluation Process

Length of Training: 8 class days

Prerequisites for Attendance: Each organization sets its standards for selection of participants. However, the individual selected for attendance to the NLCITP must be a full-time law enforcement officer actively engaged in enforcing laws. Additionally, they must provide instruction, or expect to instruct officers in the techniques of arrest and defensive tactics. The individual also must be medically cleared to participate in all phases of physical activity required in the NLCITP. State and local officers may attend on a space-available basis.

**Program Title: PHYSICAL FITNESS COORDINATOR TRAINING PROGRAM (PFCTP)**

Program Description: The PFCTP is designed to present the participant with information concerning health, physical fitness assessment and conditioning, program management, basic anatomy and physiology, exercise leadership, and injury prevention. Individuals completing this program will receive instruction and practical training to instruct, demonstrate, evaluate, and direct programs in the related areas of physical fitness.

Due to the broad scope of this program, the participant will need to complete successfully all of the following requirements during the PFCTP to receive certification.

- ☐ Pass the Physical Efficiency Battery (PEB). The fitness PEB consists of five physical fitness items performed during a single physical fitness evaluation session. A passing score (70% or higher) is required for each test item. The PEB measures flexibility (sit and reach test), body fat (skinfolds technique), speed and agility (Illinois agility test), aerobic capacity (1.5 mile run), and upper body strength (bench press). Scores for specific tests are available upon request.
- ☐ Possess a valid CPR certification. Participants must bring their current CPR cards (American Heart Association or American Red Cross).
- ☐ Attend all class sessions. Students who arrive late or leave early and are absent from either instructional or practical sessions will not graduate from the program.
- ☐ Successfully pass (minimum score of 70%) the written examinations. A comprehensive, multiple choice examination and a case study examination is given at the end of the program.
- ☐ Successfully pass the practical examination. This evaluation will be conducted to assess the individual's skill in conducting all phases of the PEB. A minimum score of 70% is required.
- ☐ Physical training clothing will be provided; however, all participants are required to bring personal running and court (tennis) shoes, and calculators (used in determining PEB scores and fitness calculations).

Length of Training: 10 class days

Prerequisites for Attendance: Applicants must meet the criteria listed above.







## **SECURITY SPECIALTIES DIVISION**

The design, development, and conduct of courses relating to antiterrorism, physical security, tactics, and intelligence processing is the prime mission of the Security Specialties Division (SSD). The division's staff is involved in the continuing research and exploration into innovative law enforcement methods and technological developments, to ensure that course content is consistent with state-of-the-art levels.

Classroom lectures, reinforced through various training aids, laboratory exercises, and practical exercise applications ensure the meaningful learning experiences of the students. Courses taught by the SSD staff in the Center's basic training programs include; Bombs and Explosives, Hazardous Materials, Officer Safety and Survival, Physical Security, Weapons/Explosive Detection, Weapons of Mass Destruction, Building and Room Searches, Tactics, OPSEC, and Contemporary Terrorism.

Six advanced programs in the topical areas of Antiterrorism, Physical Security, Officer Safety and Survival, and Intelligence Processing are also managed by this division's staff.

For further information, please contact:

Program Manager  
Security Specialties Division  
Federal Law Enforcement Training Center  
Building 67  
Glynco, GA 31524  
Telephone: 912-267-2354  
FAX: 912-267-3144

For enrollment information, contact your agency training officer or the FLETC representative through the appropriate chain of command.

**Program Title:   ADVANCED PHYSICAL SECURITY TRAINING PROGRAM (APSTP)**

Program Description: The APSTP is designed to provide an in-depth knowledge of physical security systems and procedures. The survey process is the common thread used in teaching this program. The APSTP includes conceptual security considerations, vulnerability assessments, and familiarization with hardware and procedures. A comprehensive practical exercise is followed by a formal presentation of the survey results by each of the survey groups. The antiterrorism/physical security training facility is used both as classroom and working laboratory, providing a “hands-on” training environment.

Subjects included in the APSTP are as follows:

- ☐ Access Control
- ☐ Bombs and Explosives
- ☐ Closed Circuit Television Systems
- ☐ Computer Security
- ☐ Contingency Planning
- ☐ Domestic Terrorism
- ☐ Fire Safety
- ☐ Guard Force
- ☐ Intrusion Detection Systems
- ☐ Locks and Locking Devices
- ☐ Operations Security (OPSEC)
- ☐ Perimeter Security
- ☐ Protective Lighting
- ☐ Risk Assessment
- ☐ Security Design
- ☐ Security Information Resources
- ☐ Security Legal Considerations
- ☐ Security Survey Process
- ☐ Special Events Security Equipment
- ☐ Special Events Security Planning
- ☐ Survey - Practical Exercise
- ☐ Theory of Physical Security and Crime Prevention
- ☐ Workplace Violence
- ☐ Weapons/Explosives Detection

Length of Training: 10 class days

Prerequisites for Attendance: Attendance is open to Federal, State and local law enforcement officers, investigators, and physical security specialists as well as the military and other U.S. Government agencies having physical security planning responsibility.

**Program Title: CRIMINAL INTELLIGENCE ANALYST TRAINING PROGRAM (CIATP)\***

Program Description: In the CIATP, criminal intelligence analysts and investigators are taught the basic skills and techniques required to perform the analytical processes of complex cases. In addition to learning from demonstrations and lectures presented by FLETC instructors and guest speakers, students participate in practical exercises designed to demonstrate their knowledge and understanding of the subject matter. Microcomputers also are used during the program to demonstrate their importance as analytical tools.

Courses in the CIATP include the following:

- ☐ Intelligence Cycle
- ☐ Legal Aspects of the Collection and Dissemination of Intelligence
- ☐ Sources of Information
- ☐ Management of Data by Computer
- ☐ Inference Development
- ☐ Introduction to Charting
- ☐ Telephone Toll Analysis
- ☐ Association Analysis
- ☐ Financial Analysis
- ☐ Report Writing
- ☐ Court Testimony
- ☐ Profiling
- ☐ Event and Commodity Flow

Length of Training: 8 class days

Prerequisites of Attendance: Applicants must be full-time employees of law enforcement agencies that deal with investigations and analysis. A basic understanding of microcomputers is beneficial but not required.

**Program Title: CRISIS MANAGEMENT TRAINING PROGRAM (CMTP)\***

Program Description: The major thrust of the CMTP is to teach the participants how to develop contingency plans for emergency or crisis situations utilizing the incident command system (ICS) model. During the program, the students will participate in numerous contingency planning exercises including a comprehensive practical exercise designed to prepare for a crisis.

Courses in the CMTP include the following:

- ☐ Terrorism Overview
- ☐ Contingency Planning and Development (Introduction to ICS)
- ☐ Operations Security
- ☐ Criminal Information and Intelligence

- ☐ Crisis Site Negotiations Overview
- ☐ Bomb Threat Planning and Response
- ☐ Demonstrations and Protests
- ☐ First Response
- ☐ Animal Environmental Rights Extremists
- ☐ Contemporary Issues
- ☐ Crisis Management
- ☐ Media Considerations

Length of Training: 5 class days

Prerequisites for Attendance: Applicants must be senior law enforcement officers, investigators, or supervisors with contingency planning responsibilities.

**Program Title: FIRST RESPONSE TRAINING PROGRAM (FRTP)\***

Program Description: This train-the-trainer program is designed to deal with the full range of options available to a law enforcement agency when responding to a hostage-barricade critical incident. Experience has proven that the first 30 minutes of a hostage-barricade incident are normally the most difficult and dangerous. Occurrences in the early stages may actually limit and have an overwhelming influence on the resolution options.

Students are provided a complete training package that offers a full menu of options to allow them to tailor training to meet their agency's needs. Those options include; Pre-confrontation and Contingency Planning, Initial Responding Police Officer Duties, Initial Responding Supervisor Duties and Responsibilities, and an Escalation of Response Within an Agency (up to and including an agency command post and the crisis management procedures associated with that degree of response). The training methodology could range from multiple 15-minute roll call training segments for patrol officers to a 40-hour program for managers/decision-makers with direct responsibility for managing their agencies' responses to critical incidents. The training options between these two extremes are virtually unlimited.

The training package includes complete lesson plans, both as handouts and on a 3.5 " floppy disk, background reading materials to reinforce the lesson material, and approximately 650 computer-generated 35mm slides. Students are encouraged to bring 35mm cameras and fast slide film. Photo opportunities are available during the instruction that will allow them to add meaningful, personalized action slides to their presentations. Students are also encouraged to bring utility uniforms for the practical exercise. On the final day of the program, students are required to present selected lessons to their classmates and a FLETC facilitator, in the small group mode.

Courses in the FRTP include the following:

- ☐ Command Post Organization and Operation
- ☐ Containment/Assault Demonstration
- ☐ Contemporary Issues
- ☐ Essential Elements of Information - Debriefing Checklist
- ☐ First Line Supervisor
- ☐ First Responder Duties
- ☐ Initial Response Negotiations
- ☐ Introduction to First Response
- ☐ Pre-Confrontation/Contingency Planning
- ☐ Site Survey
- ☐ Small Group Rehearsal and Presentation
- ☐ Tactical Perimeters

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, applicants must be full-time law enforcement officers or investigators presently assigned to duties that include the training subject matter. Individuals also must be certified trainers by their agencies' standards.

**Program Title: OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM (OSSTP)**

Program Description: The program is an intensive hands-on skills training in officer safety and survival. The purpose of the training is to provide law enforcement personnel with the tools necessary to stay alive in the field/street.

Attendees should bring all personal duty gear. Vests are recommended for wearing on the firing range during tactical instruction and laboratory exercises. Participants will use non-lethal weapons and ammunition in some exercises.

Courses in the OSSTP include:

- ☐ Tactics and Techniques of Slow and Deliberate Search
- ☐ Rapid Raid
- ☐ Team Tactics Concept
- ☐ Ruse Felony Vehicle Stops
- ☐ Arrest Techniques
- ☐ Use of Impact Weapons
- ☐ Weapons Retention
- ☐ High Risk Warrant Service
- ☐ Body Bunker Usage
- ☐ Non-Lethal Training Weapons and Ammo in Some Exercises
- ☐ Survival Shooting
- ☐ Tactical Planning
- ☐ Tactical Speed Shooting

Length of Training: 8 class days

Prerequisites for Attendance: Attendees must be full-time, experienced law enforcement officers or agents who have passed their agency's standards within the past 6 months. Attendees must certify that they can meet the Practical Exercise Performance Requirements of this program.

**Program Title: SEAPORT SECURITY/ANTITERRORISM TRAINING PROGRAM  
(SSATP)\***

Program Description: This security and antiterrorism-oriented program is designed for the individual, normally a mid-level manager or first-line supervisor, with security and contingency planning duties and responsibilities associated with a seaport. A simulated crisis management and staff exercise provides an opportunity to deal with realistic problem-solving issues. Guest speakers with specialized expertise are used throughout the program.

Subject areas in the SSATP include the following:

- ☐ Introduction to Seaport Security
- ☐ Introduction to Terrorism
- ☐ Criminal Information/Intelligence
- ☐ Threat and Risk Analysis
- ☐ Contemporary Terrorism
- ☐ Hostage Situations
- ☐ Port Survey and Inspections
- ☐ Tactical Considerations
- ☐ Smuggling Interdiction
- ☐ Environmental Extremists
- ☐ Physical Security Equipment
- ☐ Hazardous Materials Security
- ☐ Bombs and Explosive Device
- ☐ Weapons of Mass Destruction
- ☐ Media Considerations
- ☐ Security and Contingency Planning
- ☐ Crisis Management
- ☐ Crisis Management Practical Exercise

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the applicant must be assigned to duties directly related to security and contingency planning of a seaport. The program is available to law enforcement officers, security personnel (public and private sector under special circumstances), and military personnel.







## **TRAINING MANAGEMENT DIVISION**

The staff of the Training Management Division (TMD) is responsible for providing logistical and administrative assistance to the Assistant Director (Training) of the Office of Training. They serve as the program management facilitators, maintaining control over the FLETC lesson plans, syllabi, class reports, and managing integrated programs of INS training.

The Chief of TMD serves as the FLETC Program Manager for the ten basic training programs shown on the following pages. The TMD staff is responsible for participating organizations' coordination in the design, development, administration, and management of these training programs. These programs are designed to provide the new law enforcement officer or agent with the basic skills needed to properly perform their duties. The lengths of the basic programs range from 3 to 18 weeks, depending upon the needs of the agencies.

Specific responsibilities include, but are not limited to, the following:

- ☐ implementing the results of program conferences, training surveys, and policy decisions that relate to the revision of curricula, programs, subjects, or courses;
- ☐ assisting in the formulation of new procedures and policies to improve efficiency of operations;
- ☐ managing assigned training program responsibilities to include negotiations with INS on program content and objectives, supervision of students, and other related administrative activities;
- ☐ facilitating the reviewing and processing of general correspondence, reports, lesson plans, syllabi, and class reports;
- ☐ preparing budget estimates and providing assistance in the administration of available funds to include internal allocation and the review/approval of purchase requisitions.
- ☐ analyzing operational problems and developing timely and economical solutions; and
- ☐ serving as project coordinator for special assignments.

The participating organizations' advanced training programs also are managed by TMD staff.

For further information, please contact:

Division Chief  
Training Management Division  
Federal Law Enforcement Training Center  
Building 68  
Glynco, GA 31524  
Telephone: 912-267-2588  
FAX: 912-267-2805

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: BUREAU OF PRISONS BASIC TRAINING PROGRAM (BOP-B)**

Program Description: This training is mandatory for all new, institution-based Bureau of Prisons (BOP) employees and is taught by both the FLETC and BOP staffs. The curriculum has been revised to provide a common foundation of agency-specific training to BOP employees. A variety of methods are employed in the delivery of instruction, including group discussions, videotape case studies, self studies, and practical exercises. In addition, students must actively participate and perform to standard levels in 20 hours of firearms training and 16 hours of self-defense techniques.

Academic topics include the following:

- ☐ Fundamentals of Correctional Law
- ☐ Inmates' Constitutional Rights
- ☐ Correctional Supervision
- ☐ Interpersonal Communication
- ☐ Inmate Discipline and Management
- ☐ Inmate Behavior and Diversity
- ☐ Sexuality in Prisons
- ☐ Suicide Prevention
- ☐ Hostage Survival Skills
- ☐ Stress Management
- ☐ Ethics
- ☐ Skills in Situation Assessment

Length of Training: 13 class days

Prerequisites for Attendance: Standards for employment are set by the BOP. Following employment, students are sent to FLETC by the Agency. State and local corrections' employees are admitted by the BOP on a space-available basis.

**Program Title: CRIMINAL INVESTIGATOR TRAINING PROGRAM (CITP)**

Program Description: An in-depth study of basic law enforcement concepts and techniques, the CITP curriculum is frequently revised to stay abreast of the changing needs of the participating organizations. New agents are provided the specific information and skills training necessary to equip them for actual job performance in law enforcement and investigation. Among the subject areas presented are Human Behavior, Modern Investigative Technology, Cultural Sensitivity, Law and Skills Training in Firearms, Physical Techniques and Driving.

Length of Training: 44.5 class days

Prerequisites for Attendance: The training is designed for full-time Criminal Investigators, GS-1811 series, from the participating organizations. However, a participating organization may request that a non-1811, law enforcement employee be permitted to attend the program if the agency

believes investigative training is essential for the employee. All attendees must meet the employing agencies' recruitment standards and FLETC's Practical Performance Requirements for the Basic Training Programs. Non-participating Federal agencies may send students on a space-available basis, and State and local law enforcement officers may attend if sponsored by a Federal participating organization. Applications for attendance to all basic training programs are to be submitted through supervisory channels to each agency's FLETC liaison/training officer.

**Program Title: IMMIGRATION NATURALIZATION SERVICE DETENTION INTEGRATED (INSDI)**

Program Description: The Immigration and Naturalization (INS) Detention Officers are the users of this program which is jointly taught by the INS and the FLETC staffs. The FLETC staff provides approximately 60% of the training, including such basic law enforcement subjects as: Behavioral Science, Crowd Control, Constitutional Law, Civil Rights, Fingerprinting, Firearms, Physical and Driver's Training. The INS staff provides approximately 40% of the training in subjects that are germane to the INS; such as Spanish and Immigration Law.

Length of Training: 39 class days

Prerequisites for Attendance: Attendees must meet the INS's recruitment standards and the FLETC's Practical Exercise Performance Requirements for Basic Training Programs. After individuals have been selected, they are sent by the INS to attend training at the FLETC's western facility.

**Program Title: IMMIGRATION NATURALIZATION SERVICE INTEGRATED (INSI)**

Program Description: INS agents, deportation officers, immigration inspectors, and immigration examiners are trained in this program, which is taught jointly by the INS and FLETC staffs. The FLETC staff provides approximately 40% of the training, including such basic law enforcement subjects as; Ethics and Conduct, Sexual Harassment, Conspiracy, Victim/Witness Awareness, and Cross-Cultural Communications. The INS staff provides the remaining 60% of the training in subjects that are germane to the INS such as Spanish and Immigration law.

Length of Training: 58 class days

Prerequisites for Attendance: Attendees must meet the INS's recruitment standards and FLETC's Practical Exercise Performance Requirements for Basic Training Programs.

**Program Title: IMMIGRATION SPECIAL AGENT TRAINING PROGRAM (ISATP)**

Program Description: Entry-level INS Special Agents are provided the knowledge and trained in the skills needed to fulfill the duties of an INS Criminal Investigator efficiently and effectively. Students receive 40% of their training from the FLETC staff. There is a heavy emphasis on legal subjects, such as, Constitutional Law, Detention and Arrest, Search and Seizure, and Evidence. The INS staff provides the remaining 60% of the training in agency-specific courses such as Immigration law and Spanish.

Length of Training: 74 class days

Prerequisites for Attendance: Attendees must meet the INS's recruitment standards and FLETC's Practical Exercise Performance Requirements for Basic Training Programs

**Program Title: LAND MANAGEMENT TRAINING PROGRAM (LMTP)**

Program Description: Federal land management organizations whose officers perform law enforcement related duties in urban, rural or isolated areas are the participants in this program. Agencies include the National Park Service, U.S. Forest Service, U.S. Fish and Wildlife Service, Tennessee Valley Authority, National Marine Fisheries and the Bureau of Land Management. Lectures, laboratory techniques, and practical exercises are oriented toward protection in a land management environment. Included are such subjects as Behavioral Science, Officer Safety and Survival, Constitutional Law, Civil Rights, and other basic law enforcement subjects. Personnel attending this program are employed primarily as cultural and natural resource protectors engaged in professional law enforcement activities visitor use management. Training is provided by FLETC staff personnel and instructors detailed from the participating agencies.

Length of Training: 58 class days

Prerequisites for Attendance: Each participating organization sets its standards in recruiting employees. After the individuals have been selected, they are sent by that organization to the FLETC. Students must be certified in Cardiopulmonary Resuscitation (CPR) by either the American Heart Association or the American Red Cross PRIOR to being enrolled at FLETC.

**Program Title: MIXED BASIC POLICE TRAINING PROGRAM (MBTP)**

Program Description: This program provides a study of the basic law enforcement concepts that a new officer should understand and/or be able to perform upon employment in a Federal law enforcement organization. Officers receive instruction in areas such as Officer Safety and Survival, Communications and Interviewing, Criminal Law, Detention and Arrest, Narcotics, Dynamics of Terrorism, VIP Protection, Physical Security, Firearms, Physical Techniques, and Driver training.

Among the agencies participating in this program are: AMTRAK; Bureau of Engraving and Printing; Central Intelligence Agency; Defense Protective Service; Physical Security and Law Enforcement, GSA; Government Printing Office; Library of Congress; National Institutes of Health; National Security Agency; National Zoological Park Police; U.S. Capitol Police; U.S. Coast Guard; U.S. Mint; U.S. Secret Service, Uniformed Division; and the U.S. Supreme Court.

Length of Training: 43 class days

Prerequisites for Attendance: Each participating organization sets its standards in recruiting new employees. After the individuals have been selected, they are sent by that organization to the FLETC.

### **Program Title: POLICE INVESTIGATOR TRAINING PROGRAM (PITP)**

Program Description: This training is designed as a “bridge” between the FLETC’s basic police training programs and the 8-week basic Criminal Investigator Training Program for those experienced Federal law enforcement officers who need additional criminal investigative skills to meet their agencies’ requirements. Examples of courses presented include Introduction to Criminal Investigations, Informants, Undercover Operations, Counterfeit Currency, Relevant Federal Statutes (numerous legal topics), Sex Crimes, Investigative Computer Skills and Link Analysis.

Length of Training: 21 class days

Prerequisites for Attendance: Participants must be graduates of a FLETC basic police training program; i.e., MBPTP or LMTP. Also, they must have been involved continuously with Federal law enforcement since graduation from the basic training program. FTC-ADM-83 (Rev. 6/93), Application for Attendance to Police Investigator Training Program must be submitted through appropriate supervisory channels to the agency liaison and approved by appropriate FLETC staff before acceptance into the program. A copy of the application form is located in the back of this Catalog or can be obtained from the Scheduling and Allocation Division; telephone 912-267-2421 or FAX 912-267-3323.

### **Program Title: UNITED STATES BORDER PATROL INTEGRATED (USBPI)**

Program Description: This program is for newly hired USBP Agents. Approximately 40% of the courses presented are provided by the FLETC staff, including Behavioral Science, Report Writing, Confrontation Management, other basic police subjects and Firearms, Physical and Driver’s training. USBP instructors present the remaining 60% of the training with a heavy emphasis on Immigration law, INS procedures, and Spanish language training.

Length of Training: 91 class days

Prerequisites for Attendance: Attendees must meet the INS’s recruitment standards and FLETC’s Practical Exercise Performance Requirements for Basic Training Programs.

**Program Title: UNITED STATES CUSTOMS SERVICE INTEGRATED (USCSI)**

Program Description: Customs Inspectors are trained in the knowledge and skills required to accomplish the U.S. Customs Service (USCS) mission. The program is taught jointly by the USCS and the FLETC staffs. Included in the portion of the program taught by the FLETC staff are basic law enforcement subjects such as; Behavioral Science, Bombs and Explosives, Narcotics, Firearms, and Physical Training. These subjects encompass approximately 30% of the program.

The remaining 70% of the program is taught by the USCS staff. Subject areas include; Examination of Baggage and Merchandise, Passenger Processing, and the Detection of Contraband (including narcotics and other dangerous drugs). Other courses cover proper Search and Seizure, Arrest Authority and Techniques, Entry and Control Procedures, Enforcement of USCS Codes and over 40 other Federal Agency Laws.

Length of Training: 52 class days

Prerequisites for Attendance: Enrollment nominations for the Customs Inspector Basic Training Program should be submitted through the Regional Training Officer to the Director of the USCS Academy. The program is designed for Customs Inspectors in grades GS-5/7. Other personnel requiring cross-training are considered on a space-available basis.

**Program Title: UNITED STATES PARK POLICE INTEGRATED (USPPI)**

Program Description: This program was designed to provide the information necessary for officers to efficiently and effectively fulfill their assignments and functions in law enforcement upon completion of the training. Students receive approximately 75% of their training from the FLETC staff. Such areas include; Crowd Control, Patrol Procedures, Criminal Law, Report Writing, Hostage Situations, Communications, Stress, Narcotics, Officer Safety and Survival, Firearms, Driver and Physical training. The U.S. Park Police (USPP) staff provides the remaining 25% of the training in this program.

Length of Training: 90 class days

Prerequisites for Attendance: The USPP sets its standards in recruiting new employees. After the individuals have been selected, they are sent by the USPP to FLETC for training.

## **AGENCY ADVANCED TRAINING PROGRAMS**

Many FLETC participating organizations have specialized training needs unique to their own agencies; as a result, they conduct advanced training programs at the FLETC, using their own instructional staff. For that purpose, more than 20 of the organizations have training offices and staff at the FLETC to conduct and support such training. The FLETC's role is to logistically support that agency-specific training. For example, the FLETC staff schedules the training facilities; feeds, houses, and transports the students; and provides instructional support on request.

For specific information about programs conducted at the FLETC by Federal organizations for their own personnel, refer to the listing beginning on page 9. If your agency is not listed, contact:

Division Chief  
Training Management Division  
Federal Law Enforcement Training Center  
Building 68  
Glynco, GA 31524  
Telephone: 912/267-2588  
FAX: 912-267-2805





**NATIONAL CENTER FOR STATE, LOCAL AND INTERNATIONAL LAW  
ENFORCEMENT TRAINING**

The staff of the FLETC's National Center for State, Local and International Law Enforcement Training SL & I coordinates and conducts specialized programs both at Glynco and Artesia, as well as, various other sites around the country and internationally. The programs have been specifically designed for the specialized and advanced training of State and local and International participants. Several programs were initially developed for Federal agencies; however, because they address law enforcement issues also critical to State and local enforcement, a limited number of State and local applicants are accepted in these programs. Additionally, the International Programs Division (IPD) meets the expanding need of law enforcement training throughout the world. For specific information, a current schedule or a Catalog of Training Programs, contact the following:

Director  
National Center for State, Local, and International Law Enforcement Training  
Federal Law Enforcement Training Center  
Glynco, GA 31524  
912-267-2345, or  
1-800-74-FLETC (1-800-743-5382)  
FAX: 912-267-2894



## **NATIONAL TECHNICAL INFORMATION SERVICES**

The National Technical Information Services (NTIS) was established to serve as the central source for all Federally produced audiovisual materials. These materials are available to the public through information and distribution services.

Through the NTIS's distribution programs, the public has access to more than 8,000 titles covering a wide range of subjects. Major subject concentrations in the NTIS's collection include history, medicine, dentistry and the allied health sciences, safety, aviation and space technology, vocational and management training, and the environmental sciences. Law enforcement titles also are included.

For more information concerning NTIS's services, call or write the Customer Service Staff, Monday - Friday, 8:00 a.m. - 4:30 p.m., eastern time at the following number and address:

National Technical Information Services  
5285 Port Royal Road  
Springfield, VA 22161  
Telephone 703-487-4650  
FAX 703-321-8547



**FLETC VIDEO PROGRAMS AVAILABLE THROUGH**  
**THE NATIONAL TECHNICAL INFORMATION SERVICES**

**INTERPERSONAL SKILLS**

INTERVIEWING TECHNIQUES - Five dramatic scenarios display the general stages of proper interviewing techniques: introduction, rapport, questions, summary, and close. An on screen narrator explains each as it is shown.

38-Minute VHS, 1988

Order # AVA 18915 \$50

LEGAL REVIEW OF 5TH & 6TH AMENDMENT ISSUES - This program presents a series of dramatic scenarios based on the facts surrounding ten self-incrimination cases brought before the U.S. Supreme Court. After each scenario is presented, the program's commentator presents the relevant facts in the case, and offers insight into the decisions made. The program is designed so that the tape may be stopped for classroom discussion after each presentation.

59-Minute VHS, 1990

Order # AVA 18 917 \$55

LAW ENFORCEMENT WITHIN INDIAN NATIONS - In an interview/documentary style, this program explores the unique form of law enforcement operations within the boundaries of Indian reservations. Enforcement and judicial processes of three separate tribes are featured - the Havasupai tribe of Grand Canyon, AZ; the Pima Maricopa from Phoenix, AZ; and the Umatilla tribe for Pendleton, Oregon.

17-Minute VHS, 1987

Order # AVA 195 99 VNB 1 \$50

INFORMATION GATHERING - "You catch more flies with honey than you do with vinegar," is an age-old expression. In this instructional video, this expression is the approach used to teach law enforcement how to handle cooperative and uncooperative subjects.

15-Minute VHS, 1991

Order #AVA 18916 \$50

PASO A PASO - There are sixteen Spanish lessons depicted, based on potential encounters in day to-day law enforcement officers' dealings with Spanish speaking people. Each lesson contains a short dramatic scenario and is followed by a narrative breakdown of the Spanish used in the scenario.

150-Minutes on two VHS cassettes,

1990 Order # AVA 18904 \$140

## **OPERATION ALLIANCE**

MONEY LAUNDERING - A dramatization showing some techniques used by criminals to launder the money they have made through illegal acts. An accompanying narration identifies and scrutinizes how laundering techniques are accomplished.

28-Minute VHS, 1988

Order # AVA 18910 \$50

LAND CONCEALMENT TECHNIQUES - Shows techniques used to smuggle contraband into the U.S. in motor vehicles. Also the video gives pointers on the signs to look for that indicate the vehicle is altered for smuggling purposes.

WINNER: 1990 LEVA Gold Star

17-Minute VHS, 1988

OR # AVAI 8911 \$50

PRINCIPLES OF ASSET SHARING - Explains the concept of the Federal Asset Sharing Program. How State and local law enforcement agencies applied for a share in the proceeds from assets seized or forfeited.

21 -Minute VHS, 1988

Order # AVA 18907 \$50

## **FIREARMS AND EXPLOSIVES TRAINING**

INTRODUCTION TO FIREARMS - This video is intended to reinforce hands-on training in basic firearms' skills for students, using demonstrations and step-by-step narration. Also, it illustrates proper firing stance and grip, alignment of sights, trigger control, safe loading and unloading techniques, uncocking procedures and strengthening exercises.

18-Minute VHS, 1989

Order # AVA18922 \$50

FIREARMS 11 BALL & DUMMY - This video demonstrates slow, timed and rapid fire ball and dummy exercises for students. Through real time and slow motion camera work, the viewer sees what it's like to look down the barrel of a firearm during the exercise performance. Useful tips and precautions are included to maximize student performance.

WINNER:

1990 LEVA Gold Star

8-minute VHS, 1989

Order # AVA18923 \$35

THE PRACTICE PISTOL COURSE - The video is intended to reinforce and enhance basic marksmanship skills for students. Detailed demonstrations accompanied by step-by-step narration instruct the students in proper drawing technique, the use of barricades (both stand up and kneeling positions), and the importance of weak-hand shooting. Common errors involving these techniques are shown, then corrected on screen.

10-Minute VHS, 1989

Order # AVA18924 \$45

RANGE SAFETY - This video reinforces the firearms' instructor's knowledge of range safety procedures and alerts them to common safety violations. Examples of common student safety violations when using semiautomatic handguns, revolvers, shotguns, rifles and special weapons such as Uzis are provided.

19-Minute VHS, 1990

Order # AVA18925 \$50

BOMB THREAT MANAGEMENT - Through a full-length dramatic scenario; this video shows the increased presence of bomb threats in our society. Viewers should be motivated to develop and implement an effective bomb threat management plan. Viewers should also know the recommended procedures to follow in case there is a bomb threat in their building.

WINNER: 1990 LEVA Gold Star

19-Minute VHS, 1990

Order # AVA 18 912 \$50

### **SPECIAL SECURITIES**

COMPUTER SECURITY - The use of scenarios highlights various problems relating to computer security. This video will meet your annual computer security training requirements.

19-Minute VHS, 1990

Order # AVAI 8908 \$50

SEAPORT SECURITY - This video program describes the operations of seaports and explains the procedures necessary to ensure security for both cargo and passenger areas of the port.

17-Minute VHS, 1991

Order # AVA19326 \$50

### **NATIONAL PARK SERVICE**

ASSAULT ON TIME - Destruction of nationally significant cultural resources on public lands - from prehistoric Native American burial grounds to Civil War battle grounds - is the focus of this program. A variety of sites are visited to tell stories of looting and vandalism, along with methods that are being attempted to combat these problems.

WINNER: 1990 LEVA Gold Star

29 Minute VHS, 1990

Order # AVA 18242 \$50

## **DRIVER TRAINING AND VEHICLE OPERATIONS**

SNEAKY BRAKE - Sneaky Brake, developed by the FLETC Driver and Marine Division, is an inexpensive and easy-to-assemble remote control device for instructors teaching skid-control training. This videotape shows how sneaky brake can improve your driver training efforts, gives an introduction to how the device works, and lists who to contact at FLETC for instructions on how to put one together.

11-Minute VHS, 1992

Order # AVA19325 \$50

VEHICLE DYNAMICS - This video explains the basic principles of physics and how they pertain to the dynamics of operating an automobile. Discussions include the effects of acceleration, deceleration, inertia, kinetic energy, static energy, centrifugal force and others.

16-Minute VHS, 1986

Order # AVA 18 913 \$50

## **PHYSICAL TRAINING**

ORIENTATION TO PHYSICAL EFFICIENCY BATTERY - The five part Physical Efficiency Battery Test administered at the Federal Law Enforcement Training Center is explained. A narrator provides an explanation as each of the five parts are demonstrated on screen: test for body fat, agility run, bench press, sit and reach, and 1-1/2 mile run.

9-Minute VHS, 1986

Order # AVA 18914 \$40

## **BUREAU OF PRISONS**

CONFRONTAL AVOIDANCE - This video program demonstrates to prison staff the correct procedures for resolving confrontations with inmates who have lost control. When force is necessary, the program explains how to subdue and restrain inmates.

20-Minute VHS, 1992

Order # AVA19327/VNBI \$50

PROPER USE OF RESTRAINTS - This videotape describes how to properly use different types of restraints--handcuffs, belly chain, leg irons, and black box. It discusses how precautions are tightened depending on the custody level and security risk of each inmate.

10-Minute VHS, 1991

Order # AVA 19328 \$50



MALE PAT SEARCH/FEMALE PAT SEARCH - This two-part videotape shows the correct procedures for conducting a systematic, thorough, and professional pat search for weapons and contraband. Part one covers the male pat search, and part two covers pat searches for females.

14-Minute VHS, 1991

Order # AVA 19329 \$50

RELIGIOUS & CULTURAL DIVERSITY IN THE B.O.P. - New staff is asked to put their personal prejudices aside and treat the inmates they supervise with respect and understanding. Their own religious, cultural and ethnic makeup might be radically different from the inmate. Using interviews with senior Federal Bureau of Prison staff and in-depth tours of the various programs offered at these Federal institutions, the video explains how BOP is working to ensure their system is sensitive to the needs of inmates with different languages, eating habits, and religious beliefs.

16-Minute VHS, 1990

Order # AVA 18920 \$50

STRIP SEARCH - This video shows a standard procedure for a visual or strip search of an inmate. Scenarios include both male and female searches.

10-Minute VHS, 1991

Order # AVA 18 921 \$50

### **U.S. CUSTOMS SERVICE AND THE IMMIGRATION AND NATURALIZATION SERVICE**

CUSTOMS CAREERS--EXCEEDING EXPECTATIONS - The many career choices that are available with the U.S. Customs Service are showcased in this program.

19-Minute VHS, 1991

Order # AVA19324 \$45

PRIMARY INSPECTIONS AT PORTS OF ENTRY - This program is an overview to various ports of entry into the U.S.. The objective is to give new employees of U.S. Customs and Immigration and Naturalization Service an idea of what to expect when working at the various ports.

22-Minute VHS, 1990

Order # AVA 18906 \$50



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# Form to follow



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